

Complaint Letter for Late Delivery Affecting Business

[Your Name]
[Your Position]
[Company Name]
[Company Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Supplier/Service Provider's Name]
[Supplier/Service Provider's Position, if known]
[Supplier Company Name]
[Supplier Company Address]
[City, State, ZIP Code]

Subject: Formal Complaint Regarding Late Delivery Impacting Business Operations

Dear [Supplier/Service Provider's Name],

I am writing on behalf of [Your Company Name] to formally express our concern and disappointment regarding the late delivery of [describe goods/services, e.g., the office supplies ordered on May 1, 2024], which were expected on [expected delivery date] but were only delivered on [actual delivery date] (Order/Invoice Number: [Order No.]).

The delay in delivery has resulted in significant disruption to our operational timeline and has directly affected our productivity. This has, in turn, impacted our ability to meet client commitments and has led to a substantial risk of revenue loss and reputational damage. In several instances, affected clients have expressed their dissatisfaction, and we are at risk of breaching contractual agreements due to the delayed shipments.

While we value our business relationship and have previously appreciated your company's commitment to timely delivery, this recent experience has caused considerable inconvenience. We request that you provide a formal explanation for the delay, as well as concrete steps your company will take to ensure this situation does not happen again in the future.

We would appreciate your immediate attention to this matter, including reassurance on the timely fulfillment of all future orders. Please confirm receipt of this letter and provide your response by [set a reasonable date for response].

We hope for your prompt cooperation to resolve this issue to our mutual benefit and maintain a positive business relationship.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]