

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

[Recipient's Name]
[Recipient's Position/Title]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Subject: Formal Complaint Regarding Repeated Delivery Delays

Dear [Recipient's Name],

I am writing to formally address our serious concern regarding the repeated delays in delivery of orders placed with your company. Despite previous discussions and assurances, we have continued to experience significant delays for shipments under the following order numbers: [List order numbers or dates of delayed deliveries, if applicable].

These persistent delays have had a marked negative impact on our business operations. Not only have they disrupted our production schedules and inventory planning, but they have also compromised our ability to meet our own commitments to customers, thereby affecting overall customer satisfaction and trust in our services.

It is essential that we see a marked improvement in the reliability and timeliness of your deliveries. We kindly request that you provide a detailed explanation for the repeated delays, a clear plan outlining immediate corrective actions, and assurance that effective measures will be implemented to prevent such issues in the future.

Furthermore, given the losses incurred as a result of these delays, we expect a discussion regarding appropriate compensation and steps for restitution as per our agreement.

We value our business relationship, but must stress the urgency of resolving this matter promptly. Please respond within [specify timeframe, e.g., 7 business days] with your proposed solutions and timeline for immediate improvements.

Thank you for your attention to this pressing matter. We look forward to your swift and constructive response.

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