

Formal Complaint Regarding Payment Issues

Date: [Insert Date]

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

[Supplier's Name]
[Supplier's Company Name]
[Supplier's Company Address]
[City, State, Zip Code]

Dear [Supplier's Name],

I am writing to formally express my concerns regarding the ongoing payment issues we have been experiencing with your company. Despite previous discussions, we have yet to receive payment for the outstanding invoices dated [insert invoice dates] totaling [insert amount].

These delays are causing significant operational difficulties for our business, affecting our ability to meet our financial obligations. We value our relationship with [Supplier's Company Name] and are hopeful that this matter can be resolved swiftly.

We kindly request an update on the status of these payments and a clear timeline for when we can expect to receive them. Your prompt attention to this matter will be greatly appreciated.

Thank you for your immediate attention to this issue. We look forward to your response.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]