

[Your Name]

[Your Position]

[Your Company]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my concern regarding the repeated delays we have experienced in our recent deliveries. Consistent timelines are crucial for our operations, and these delays have started to impact our workflow significantly.

We value our partnership and the reliability your services have provided in the past; however, we urgently need to address this issue to avoid further complications. Please provide an explanation for these delays and outline the steps you are taking to ensure timely deliveries moving forward.

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Contact Information]