

Letter of Delivery Commitment Breach

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

To: [Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

We are writing to formally address an issue regarding the timely delivery commitments made by [Recipient Company Name] in our contract dated [Insert Contract Date]. According to the terms agreed upon, delivery of [specific goods/services] was expected by [insert delivery date].

As of today, we have not received the goods/services, which has caused [describe impact of delay]. This breach of commitment is a serious concern for us and affects our operations directly.

We request an immediate update on the current status of our order and a revised timeline for delivery. Additionally, please provide us with the reasons for this delay so that we can understand the circumstances surrounding this issue.

We appreciate your urgent attention to this matter and look forward to your prompt response to avoid any further complications. Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]