

Letter of Demand for Improved Vendor Service Provisions

Date: [Insert Date]

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

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

Dear [Vendor's Name],

I am writing to formally express our concerns regarding the current service provisions we are receiving from [Vendor's Company]. Over the past [duration], we have encountered several issues that have adversely affected our operations, including [briefly describe specific issues or examples].

As a valued partner, we believe that it is imperative for your team to address these concerns promptly and implement measures to enhance service quality. We request the following improvements:

- [Improvement 1]
- [Improvement 2]
- [Improvement 3]

We appreciate your attention to this matter and look forward to your prompt response outlining a plan for improvement. Please feel free to contact me directly at [Your Phone Number] or [Your Email Address] should you have any questions.

Thank you for your cooperation.

Sincerely,

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