

Letter of Demand for Upgraded Vendor Responsiveness

Date: [Insert Date]

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

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

Dear [Vendor's Name],

I am writing to formally address concerns regarding the responsiveness of your services. As we have relied on your partnership, it has come to our attention that timely communication and fulfillment of requests have not been meeting the standards we expect.

In recent months, we have encountered multiple instances where delays in responses and information have negatively impacted our operations. Effective collaboration is essential for both our success and yours, and therefore, we believe it is crucial to enhance the responsiveness of your team.

To improve our working relationship, we kindly request an upgrade in your responsiveness, which may include the following measures:

- Establishing clear communication guidelines.
- Assigning a dedicated account manager for our account.
- Implementing a response time frame for inquiries.

We value our partnership and believe that these improvements will facilitate optimal productivity on both sides. Please respond to this letter by [insert response deadline] to discuss how we can implement these changes effectively.

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

Sincerely,

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