

Notification Request for Vendor Service Reliability

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We hope this message finds you well. As part of our ongoing commitment to ensuring the quality and reliability of services provided by our vendors, we are requesting a formal notification regarding the reliability of your services.

Please provide us with the following information:

- Your current service reliability metrics for the last quarter.
- Any recent incidents that may have impacted your service delivery.
- The steps being taken to enhance service reliability moving forward.

We appreciate your prompt attention to this matter and look forward to your response by [Insert Response Deadline]. Should you have any questions, please feel free to reach out to us directly.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]