

# Supplier Issue Negotiation Request

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

I hope this message finds you well. I am writing to discuss some concerns we have encountered regarding our recent transactions with your company, specifically pertaining to [briefly describe the issue, e.g., delivery delays, product quality, pricing discrepancies].

Given the long-standing relationship between our companies, we believe it is important to address these concerns directly and work towards a satisfactory resolution. We are committed to maintaining a positive partnership and hope to find a mutually beneficial solution.

I would appreciate the opportunity to discuss this matter in detail at your earliest convenience. Please let me know a suitable time for you, or feel free to suggest a meeting date.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]