

Supplier Performance Issue Dialogue

Dear [Supplier Name],

I hope this message finds you well. We would like to address a concern regarding the recent performance of your services/products. We value our partnership and believe that open communication is essential for continuous improvement.

Specifically, we have noted the following issues:

- Delivery delays on [specific dates]
- Quality concerns with [specific products]
- Lack of communication about [specific incidents]

We are committed to working with you to resolve these issues promptly. We would like to schedule a meeting to discuss this matter further and explore ways to enhance our collaboration.

Please let us know your availability in the coming days. Thank you for your attention to this important matter.

Best regards,
[Your Name]
[Your Title]
[Your Company]
[Your Contact Information]