

Letter to Vendor Regarding Delivery Accountability

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We hope this message finds you well. We are writing to address recent concerns regarding the delivery timelines and accountability associated with our recent orders.

We appreciate the quality of your products and the longstanding partnership between our organizations. However, it has come to our attention that several recent deliveries have not met the agreed-upon deadlines. As a result, this has negatively impacted our operations and customer satisfaction.

We kindly request your immediate attention to these matters and ask for an explanation regarding the delays. Additionally, we would appreciate your assurance that measures will be implemented to prevent this from occurring in the future.

Thank you for your attention to this issue. We look forward to your prompt response and to resolving this matter amicably.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]