

# Supplier Agreement Issue Discussion

Date: [Insert Date]

To: [Supplier's Name]

From: [Your Name]

Subject: Discussion on Supplier Agreement Issues

Dear [Supplier's Name],

I hope this message finds you well. I am writing to discuss some concerns we have identified regarding our current supplier agreement. It is important for us to address these issues promptly to ensure a continued successful partnership.

## Issues Identified:

- Issue 1: [Brief description of the issue]
- Issue 2: [Brief description of the issue]
- Issue 3: [Brief description of the issue]

We would appreciate the opportunity to discuss these matters with you at your earliest convenience. Please let us know your availability for a meeting or if you prefer to communicate via email.

Thank you for your attention to these issues. We look forward to your prompt response and to working together to resolve them.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]