

XYZ Corporation

Address: 123 Business Rd,
City, State, Zip Code
Phone: (123) 456-7890

Date: [Insert Date]

To:

[Vendor's Name]
[Vendor's Address]
[City, State, Zip Code]

Subject: Vendor Supply Complaint Resolution

Dear [Vendor's Name],

I hope this message finds you well. I am writing to formally address the issues we have encountered regarding our recent supply order dated [Insert Order Date]. Our team has noticed the following discrepancies:

- Incorrect quantity delivered
- Product quality does not meet specifications
- Delayed delivery timing

We value our partnership with you and believe that resolving this matter promptly is in our mutual interest. Therefore, I kindly request a resolution to the mentioned issues by [Insert Deadline]. Possible solutions may include:

- Replacement of incorrect items
- Issuance of a credit note
- Ensuring timely future deliveries

Please contact me directly at (123) 456-7890 or via email at [Your Email Address] to discuss this matter further. Thank you for your prompt attention to this issue. I look forward to your swift response.

Sincerely,

[Your Name]
[Your Title]
XYZ Corporation