

Vendor Dispute Resolution Letter

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We are writing to formally address a product quality issue we have encountered with [Product Name/Description], purchased on [Purchase Date] under Invoice Number [Invoice Number].

Upon inspection, it has come to our attention that the product does not meet the agreed-upon specifications due to [specific quality issue]. This has resulted in [describe impact, e.g., operational disruption, financial loss, etc.].

We request a prompt resolution to this matter. Possible resolutions may include [replacement, refund, etc.]. We believe this will maintain the good relationship we have established with your company.

Please respond to us by [Deadline Date] so we can resolve this issue amicably.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Contact Information]