

Unsatisfactory Vendor Service Notice

Date: [Insert Date]

Vendor Name: [Vendor's Name]

Vendor Address: [Vendor's Address]

Dear [Vendor's Contact Person],

We are writing to formally address our concerns regarding the unsatisfactory service we have received from your company. Despite our previous communication regarding these issues, we have yet to see significant improvement.

Specifically, we have encountered the following problems:

- [Issue 1]
- [Issue 2]
- [Issue 3]

These issues have resulted in [briefly describe the impact on your organization]. We expect your immediate attention to this matter and would appreciate a detailed response outlining how you plan to resolve these concerns.

Please address this issue by [insert deadline]. Failure to rectify these problems may result in reevaluation of our relationship with your organization.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]