

# Vendor Service Concern

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]

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

Dear [Vendor's Name],

I hope this message finds you well. I am writing to express my concern regarding the services we have been receiving from your company. Despite our previous discussions, there have been ongoing issues that have yet to be resolved.

Specifically, we have encountered the following issues:

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

We value our relationship with your company and hope to address these concerns promptly. I believe that with your cooperation, we can resolve these matters swiftly and continue our partnership effectively.

Please let me know a suitable time for us to discuss this further. I appreciate your attention to this matter and look forward to your timely response.

Thank you for your understanding.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Contact Information]