

Letter of Dissatisfaction with Vendor Services

Date: [Insert Date]

[Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

I am writing to express my dissatisfaction with the services provided by your company over the past few months. Despite our agreement and expectations, I have encountered several issues that have impacted our operations.

Specifically, we have experienced:

- Late deliveries that have disrupted our schedule.
- Products that do not meet the agreed-upon specifications.
- Lack of responsiveness from your customer service team.

These issues have not only caused inconvenience but have also affected our business relationship. I urge you to address these matters promptly to restore our confidence in your services.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]