

# Vendor Service Grievance Letter

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 Address]

[City, State, ZIP Code]

Dear [Vendor's Name],

I am writing to formally address a grievance concerning the services provided by your team on [insert date of service].

The issue at hand is [describe the specific grievance, e.g., delays, quality concerns, etc.]. This has led to [explain the impact of the issue on your business, e.g., loss of revenue, customer dissatisfaction, etc.].

I urge you to address this matter promptly, and I would appreciate your feedback on how you intend to resolve this issue. We value our partnership and hope to find a suitable resolution.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]