

Vendor Service Issue Report

Date: [Insert Date]

To: [Vendor Name]

From: [Your Name]

Company: [Your Company]

Email: [Your Email]

Phone: [Your Phone Number]

Subject: Service Issue Report

Dear [Vendor Contact Name],

I hope this message finds you well. I am writing to formally report an issue we have encountered with the services provided by [Vendor Company Name]. Below are the details of the issue:

Issue Description:

[Provide a detailed description of the issue, including any relevant dates, times, and specific problems encountered.]

Impact on Our Operations:

[Describe how the issue is affecting your operations or business processes.]

Resolution Requested:

[Clearly state what resolution you are seeking from the vendor.]

Attachments:

[List any attached documents or evidence related to the issue.]

We would appreciate your prompt attention to this matter and look forward to your response by [Insert Date]. Thank you for your cooperation.

Best regards,

[Your Name]
[Your Position]
[Your Company]