

Vendor Service Resolution Request

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

I hope this message finds you well. I am writing to formally request a resolution regarding the service issues we have encountered with [specific service/product details].

Our records indicate that the following issues have occurred:

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

These issues have significantly impacted our operations, and we would appreciate your prompt attention to resolve them.

I look forward to your swift response and a proposed resolution timeline. Please do not hesitate to contact me at [Your Phone Number] or [Your Email] for any further clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]