

# Letter of Commitment

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We are writing to address the recent delays in the services provided by [Vendor Company Name]. We value our partnership and appreciate the importance of timely service delivery. We understand that these delays have impacted our operations and we are committed to resolving this matter promptly.

To ensure that we address these delays, we have taken the following steps:

- Identified the root causes of the service delays.
- Established clear timelines for the completion of pending tasks.
- Assigned a dedicated team to monitor the progress and communicate regularly.

We are confident that these measures will help us resolve the current issues and improve our service delivery moving forward. We aim to reinstate our service level agreement standards by [Insert Target Date].

Thank you for your understanding and collaboration. Please feel free to reach out to us at [Your Contact Information] if you have any concerns or require further discussion.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]