

# Follow-Up on Vendor Service Delay

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]

[Vendor Name]  
[Vendor Company]  
[Vendor Address]  
[City, State, Zip Code]

Dear [Vendor Name],

I hope this message finds you well. I am writing to follow up on our previous discussions regarding the delayed service regarding [specific service/product] that was scheduled for [original date].

We had anticipated the delivery/service by this time, and the delay has impacted our operations. We would appreciate an update on the status of our order and any information on when we can expect resolution.

Please let us know how we can assist you in expediting this process, as we value our partnership and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company]  
[Your Contact Information]