

# Formal Complaint about Vendor Supply Disruption

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Vendor's Name]

[Vendor's Company]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

I am writing to formally express my concerns regarding the recent supply disruptions we have been experiencing with your company. As you are aware, we have consistently relied on your services to provide us with [specific products/services] in a timely and efficient manner.

Unfortunately, over the past [specific time period], we have encountered several instances where orders were either delayed or not fulfilled at all. This has adversely impacted our operations and, consequently, our relationship with our own customers.

We value our partnership and hope to resolve this matter amicably. I request an explanation for these disruptions and an outline of measures you intend to implement to prevent future occurrences. Additionally, we would appreciate a timeline for the fulfillment of outstanding orders.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]