

Dear [Vendor Name],

I hope this message finds you well. I am writing to address some concerns regarding our recent orders. We have noticed a few supply issues that have impacted our operations.

Specifically, we have encountered delays with the following orders:

- Order Number: [#12345] - Expected Delivery: [Date] - Actual Delivery: [Date]
- Order Number: [#67890] - Expected Delivery: [Date] - Actual Delivery: [Date]

We appreciate your attention to these matters and would like to understand the reasons behind these delays. We are committed to maintaining a smooth partnership and meeting our mutual goals.

Please let us know how you plan to address these issues. Your prompt response would be greatly appreciated.

Thank you for your cooperation.

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