

Sender's Name
Sender's Position
Company Name
Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient's Name
Recipient's Position
Supplier Company Name
Address
City, State, Zip Code

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address an issue we have encountered regarding our recent order (Order Number: [Order Number]) dated [Order Date]. We have observed [briefly describe the issue], which has affected our operations.

We value our partnership with [Supplier Company Name] and believe in collaboratively resolving any issues that may arise. To this end, we would appreciate your prompt attention to this matter and your assistance in finding a suitable resolution.

We kindly request the following actions to resolve the issue:

- [Action 1]
- [Action 2]
- [Action 3]

Please let us know how soon we can expect to hear back from you regarding this issue. We are happy to discuss this over a call or in a meeting if necessary.

Thank you for your attention to this matter. We look forward to your prompt response and a resolution to ensure our continued cooperation.

Sincerely,
[Sender's Name]
[Sender's Position]
[Company Name]