

Follow-Up on Conflict Resolution

Dear [Vendor's Name],

We hope this message finds you well. Following our recent discussions regarding the concerns we faced, we would like to take a moment to follow up on the resolutions we addressed.

As per our last meeting on [Date], we agreed on the following points:

- [Point 1: Description]
- [Point 2: Description]
- [Point 3: Description]

We appreciate your cooperation and commitment to resolving these issues. Please confirm your agreement with the outlined points and let us know if there are any further steps you would like to discuss.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]