

# Vendor Complaint Resolution Procedure

**Date:** [Insert Date]

**To:** [Vendor Name]

**From:** [Your Name]

**Subject:** Vendor Complaint Resolution

Dear [Vendor Name],

We are writing to formally address a complaint that has arisen regarding our recent transaction dated [Insert Transaction Date]. The specifics of the complaint include:

- [Detail the specific issue 1]
- [Detail the specific issue 2]
- [Detail the specific issue 3]

In accordance with our Vendor Complaint Resolution Procedure, we request the following actions to resolve this matter:

1. [Specify Action 1]
2. [Specify Action 2]
3. [Specify Action 3]

We appreciate your prompt attention to this matter and expect a response by [Insert Response Deadline]. Thank you for your cooperation in ensuring a satisfactory resolution.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]