

Vendor Communication: Delivery Concerns

Date: [Insert Date]

To: [Supplier's Name]

Address: [Supplier's Address]

Dear [Supplier's Contact Name],

We hope this message finds you well. We are writing to address some concerns regarding the recent deliveries from your company. It has come to our attention that there have been delays in the shipment of [specific items or orders], which have impacted our operations.

We understand that unforeseen circumstances can arise; however, timely delivery is crucial for our business. We would appreciate it if you could provide an update on the status of these shipments and any measures you are taking to resolve the issues.

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]