

Supplier Termination Appeal

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]

[Supplier Name]
[Supplier Position]
[Supplier Company Name]
[Supplier Company Address]
[City, State, Zip Code]

Dear [Supplier Name],

Subject: Appeal Against Termination Due to Substandard Materials

I am writing to formally appeal the termination of our supply agreement dated [Insert Date], which has been prompted by the recent delivery of substandard materials. We highly value our partnership and believe that this situation can be resolved to mutual satisfaction.

On [insert specific dates], we received materials that did not meet the agreed-upon specifications. These discrepancies have impacted our production timelines and overall quality assurance processes.

We acknowledge that this incident has caused significant concern; however, we believe that with corrective measures in place, we can continue our business relationship. We request an opportunity to discuss potential solutions and a way forward.

We appreciate your prompt attention to this matter and hope to hear from you soon to arrange a time for discussion.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]