Issue Report for Poor Product Performance

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Report of Poor Product Performance

Dear [Recipient's Name],

I am writing to formally report an issue concerning the performance of [Product Name/Model], which we have been using since [Purchase Date]. Unfortunately, we have encountered several performance-related problems that have significantly impacted our operations.

Issue Details

- **Issue 1:** [Brief Description of Issue 1]
- **Issue 2:** [Brief Description of Issue 2]
- **Issue 3:** [Brief Description of Issue 3]

Impact

The above issues have resulted in [Describe the impact on business operations, e.g., delays, increased costs, etc.].

Requested Action

We kindly request your assistance in addressing these issues at your earliest convenience. Specifically, we would like to know:

1. What steps will be taken to resolve these performance issues?
2. Is there a timeline for corrective actions?
3. Will there be any support or compensation for the disruption caused?

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]