

Formal Notification Regarding Transaction Issues

Date: [Insert Date]

To,

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

We hope this message finds you well. We are writing to formally notify you of ongoing issues related to transaction processing on our ecommerce platform that have been repeatedly observed over the past [insert duration]. Despite previous communications regarding this matter, the following issues persist:

- Transaction delays leading to customer dissatisfaction.
- Frequent errors during checkout, causing cart abandonment.
- Inconsistent payment confirmations affecting order processing.

We value our partnership and are keen on resolving these issues promptly to ensure a seamless experience for our customers. We kindly urge you to take immediate steps to rectify these matters and provide us with a progress update by [insert deadline].

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]