

Urgent Communication Regarding Performance Issues

Dear [Supplier's Name],

I hope this message finds you well. We are reaching out to discuss some urgent performance issues we have been experiencing with your recent deliveries.

It has come to our attention that:

- Delivery delays have exceeded agreed timelines.
- Quality of products has not met our standards.
- Inconsistent communication regarding shipment tracking.

These issues have significantly impacted our operations and we need to address them immediately. Please provide an explanation for these performance discrepancies and a plan for improvement at your earliest convenience.

We value our partnership and hope to resolve these issues quickly.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company]
[Contact Information]