

# Subject: Product Performance Issue

Dear [Recipient's Name],

I am writing to bring to your attention a performance issue we have encountered with [Product Name], which we purchased on [Purchase Date] from [Vendor/Store Name]. Our team has experienced several challenges that have affected our operations.

Specifically, we have noticed the following issues:

- [Issue 1]
- [Issue 2]
- [Issue 3]

These performance issues have led to [explain the impact, such as delays, increased costs, etc.]. We have tried [mention any troubleshooting steps taken] in an effort to resolve these issues.

We would appreciate your support in addressing these concerns. Could you please provide guidance on potential solutions or next steps? It would be helpful to discuss this further.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]