

Letter of Concern Regarding Unmet Contract Delivery Timelines

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my concern regarding the recent delays in the delivery timelines outlined in our contract dated [insert contract date]. As per our agreement, we were expecting the [specify deliverables] by [insert expected delivery date], and as of today, we have yet to receive these items.

The delays have caused significant challenges for our operations, and it's critical that we address this matter promptly to avoid further disruptions. We value our partnership and believe in open communication to resolve any issues that arise.

Could you please provide an update on the status of the deliveries and an estimated timeline for completion? We are eager to understand how we can work together to ensure adherence to our agreed-upon schedule moving forward.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]