

Letter of Dissatisfaction with Contract Delivery Performance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction with the delivery performance related to our contract dated [Insert Contract Date]. Despite the terms outlined in our agreement, I have observed several issues that have significantly impacted our operations.

Specifically, the following issues have arisen:

- Late deliveries on [insert specific dates or instances]
- Incomplete shipments that do not meet the stipulated requirements
- Lack of communication regarding delays or changes in the delivery schedule

These issues have not only caused inconvenience but have also resulted in financial implications for our business. We value our partnership and hope to resolve these matters promptly.

I request a meeting to discuss this issue further. Please let me know your available times so we can address these concerns and find a satisfactory resolution. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]