

# Request for Resolution on Contract Delivery Problems

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a resolution regarding the ongoing delivery issues we have been experiencing with our contract dated [Contract Date].

Since [mention the date the issues began], we have encountered several delays in delivery that have impacted our operations significantly. Despite previous communications, these issues persist, and we are seeking your urgent assistance to rectify the situation.

We appreciate your cooperation and support in resolving this matter promptly. I would appreciate it if we could schedule a meeting to discuss this further and arrive at a suitable solution.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]