

Reseller Issue Resolution

Date: [Insert Date]

[Reseller Name]

[Reseller Address]

[Reseller City, State, Zip Code]

Dear [Reseller Name],

We hope this message finds you well. We are writing to address the recent issues you have encountered with [Specific Issue, e.g., product availability, payment delay, etc.]. We appreciate your partnership and value your business, and we want to ensure we resolve this matter promptly.

Issue Summary:

[Briefly describe the issue in detail]

Actions Taken:

[List the steps you have taken to resolve the issue]

Next Steps:

[Outline the next steps you will take or any required actions from the reseller's side]

We understand the importance of this matter and are committed to ensuring your satisfaction. Please feel free to reach out to us at [Your Contact Information] should you have any further questions or concerns.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]