

Action Required: Supplier Delivery Issues

Date: [Insert Date]

To: [Supplier's Name]

From: [Your Company Name]

Subject: Urgent Action Required Regarding Delivery Issues

Dear [Supplier's Name],

We hope this message finds you well. We are writing to bring to your attention some concerns regarding your recent deliveries to our company.

We have noticed the following issues:

- Delayed shipments on [specific dates]
- Incorrect quantities received for order [Order Number]
- Damaged items in shipment #[Shipment Number]

These issues have impacted our operations and we urge you to take immediate action. We kindly request the following:

1. Provide a detailed explanation of the cause of these issues.
2. Outline the measures you will implement to prevent future occurrences.
3. Update us on the status of the correct shipment for the affected orders.

We appreciate your urgent attention to these matters and look forward to your prompt response by [Insert Deadline].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]