

[Your Company Letterhead]

[Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

I hope this message finds you well. I am writing to express our sincere apologies for the recent discrepancies we have encountered in the services provided by your team. We value our partnership and take these matters very seriously.

Upon reviewing the service reports, we have identified several areas where the expected standards were not met. Specifically, [briefly outline specific discrepancies or issues]. We understand the impact this may have on your operations, and we deeply regret any inconvenience caused.

Please be assured that we are committed to resolving these issues promptly. We are actively working with our team to ensure that such discrepancies do not occur in the future and will implement the necessary improvements moving forward.

We appreciate your understanding and patience during this time. Should you have any questions or require further information, please do not hesitate to reach out.

Thank you for your continued partnership. We look forward to strengthening our relationship and providing better service in the future.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]