

Inquiry for Troubleshooting Assistance

Date: [Insert Date]

To: [Supplier's Name]

[Supplier's Company Name]

[Supplier's Address]

Dear [Supplier's Contact Person],

I hope this message finds you well. We are currently experiencing some issues with [mention the product or service] that we acquired from your company on [purchase date].

Details of the issue include:

- [Describe Issue 1]
- [Describe Issue 2]
- [Describe Issue 3]

We would appreciate your assistance in troubleshooting this matter at your earliest convenience. If youXu Yao more information or technical details, please do not hesitate to reach out. We are looking forward to your prompt response and guidance on how to resolve the issue.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]