

# Supplier Complaint Resolution Confirmation

Date: [Insert Date]

To,

[Supplier Name]

[Supplier Address]

[City, State, ZIP Code]

Dear [Supplier Contact Name],

We are writing to formally confirm the resolution of the complaint regarding [briefly describe the issue, e.g., "defective goods delivered on [insert date]"].

After thorough investigation and discussion, we have agreed upon the following resolution:

- Replacement of the defective items.
- Adjustment of invoice amount by [insert amount or percentage].
- Implementation of quality checks to prevent recurrence of this issue.

We appreciate your prompt attention to this matter and your cooperation in resolving this issue to our mutual satisfaction.

If you have any further questions or need additional information, please feel free to contact us at [your contact information].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Your Contact Information]