

Supplier Grievance Resolution Letter

Date: [Insert Date]

To: [Supplier Name]
[Supplier Address]
[City, State, Zip Code]

Dear [Supplier Contact Name],

Subject: Grievance Resolution for [Specify Issue]

We hope this message finds you well. We are writing to address the grievance we received on [Insert Date of Grievance] regarding [Briefly Describe the Issue]. We value our partnership and are committed to resolving this matter promptly and equitably.

1. Summary of the Grievance

[Provide a detailed description of the grievance, including any relevant dates, events, and documentation.]

2. Investigation Process

[Outline the steps taken to investigate the grievance, including any communications or actions carried out.]

3. Resolution Proposal

[Detail the proposed resolution to the issue, including any corrective actions or compensations offered to the supplier.]

4. Next Steps

We kindly request your feedback on our proposed resolution by [Insert Response Deadline]. Please feel free to reach out to us directly at [Insert Contact Information] should you have any questions or require further clarification.

Thank you for your attention to this matter. We look forward to your prompt response so that we can resolve this issue amicably.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]