

# Supplier Resolution Process Update

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company's Name]

Subject: Update on Supplier Resolution Process

Dear [Supplier Name],

We hope this message finds you well. We are writing to provide you with an update regarding the ongoing Supplier Resolution Process related to [specific issue or concern].

As of [current date], we have completed the initial assessment and gathered feedback from various stakeholders. The following actions have been taken:

- [Action Item 1]
- [Action Item 2]
- [Action Item 3]

We are committed to resolving this matter efficiently and will be in touch with you by [next update date] with further details.

Thank you for your cooperation and understanding. Please feel free to reach out if you have any questions or need further clarification.

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]

[Contact Information]