

Supplier Concern Letter

Date: [Insert Date]

To: [Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

We hope this message finds you well. We are writing to address a concern regarding [specific issue or concern]. We value our partnership and appreciate the services you provide; however, this matter has impacted our operations in the following ways: [briefly explain the impact].

We would like to request your immediate attention to this issue and propose a meeting or call to discuss possible solutions. Please let us know your availability in the coming days.

Thank you for your prompt attention to this matter. We look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]