

# Supplier Issue Resolution

Date: [Insert Date]

To,

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

Dear [Supplier Contact Name],

Subject: Resolution of Supply Issue

We are writing to express our concerns regarding a recent issue that has arisen with our supply order #[Order Number] dated [Order Date]. Unfortunately, we encountered [briefly describe the issue, e.g., delayed delivery, incorrect items, quality issues].

Our team has reviewed the situation, and we believe it is crucial to address this matter promptly to maintain our ongoing relationship. We request your immediate assistance in resolving this issue by [state the desired action, e.g., providing the correct items, issuing a refund, expediting the delivery].

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

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Company Name]  
[Your Contact Information]