

Letter of Demand for Improved Service Standards

Date: [Insert Date]

[Partner's Name]

[Partner's Company]

[Partner's Address]

[City, State, Zip Code]

Dear [Partner's Name],

I hope this message finds you well. We appreciate the partnership between our organizations and the mutual benefits it has brought us over the years. However, I am writing to formally address some concerns regarding the current service standards we have been experiencing.

Recently, we have encountered several issues that have affected our operations, including [briefly list specific issues, e.g., delays in delivery, inconsistent communication, quality of service]. These matters have prompted us to re-evaluate our continued partnership under the present circumstances.

To ensure that our collaboration remains productive, we kindly request that you take swift action to address these concerns and improve the service standards. Specifically, we would like to see [list specific improvements or actions needed, e.g., timely deliveries, better customer support, etc.].

We believe that with your attention to these matters, we can return to a productive and beneficial partnership. We would appreciate a response by [insert deadline] detailing your plans for improvements.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]