

Dear [Partner's Name],

I hope this message finds you well. I am writing to urgently address some service issues we've been experiencing with our partnership. These concerns have started impacting our operations and require immediate attention.

We have encountered the following specific issues:

- [Issue 1 Description]
- [Issue 2 Description]
- [Issue 3 Description]

We would greatly appreciate your prompt response in resolving these matters. Please let us know a convenient time for a meeting to discuss this further or any necessary actions we can take on our end.

Thank you for your attention to this urgent matter. I look forward to your swift response.

Best regards,
[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]