

[Your Name]
[Your Job Title]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Job Title]
[Recipient's Company Name]
[Recipient's Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Issues Concerning Supply of Goods

I hope this letter finds you well.

I am writing to bring to your attention some issues we have encountered regarding the supply of goods as per our agreement dated [insert date].

[Briefly describe the specific issues, including any relevant details such as delayed shipments, incorrect items received, etc.]

We value our partnership with [Recipient's Company Name] and are eager to resolve these matters promptly.

Please let us know how we can work together to address these concerns. I look forward to your response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company Name]