

# Complaint Letter To Supplier

Subject: Complaint Regarding [Product/Service]

Dear [Supplier's Name],

I am writing this letter to express my dissatisfaction with the [product/service] provided by your company. As a loyal customer who has relied on your products/services for [duration], I am disappointed with the recent experience I had.

On [date], I placed an order for [product/service] with order number [order number]. However, upon receiving the product/service, I noticed several issues that have negatively impacted my experience.

I would like to outline these issues in detail below:

1. [Describe the first issue in a clear and concise manner]
  - [Include any relevant details such as order specifics or defects]
2. [Describe the second issue, if applicable]
  - [Provide details regarding any additional problems encountered]
3. [Describe any subsequent issues, if necessary]
  - [Include specific examples and supporting information]

I must emphasize that these problems have caused significant inconvenience and frustration. I have always held your company in high regard and expected better quality and service from you.

To rectify this situation, I kindly request the following actions to be taken:

1. [Specify the desired resolution or outcome, such as a replacement, refund, or repair]
  - [Include any specific details or requirements]
2. [If applicable, suggest ways to prevent similar issues in the future]
  - [Provide constructive suggestions or recommendations]

I believe that addressing these concerns promptly and effectively will help restore my confidence in your company. I trust that you will take this matter seriously and resolve it in a timely manner.

I request a written response to this letter within [reasonable time frame, e.g., 10 business days] to confirm that my complaint has been received and is being addressed. If I do not receive a

satisfactory response, I may have to consider seeking alternative solutions to resolve this matter.

I value our business relationship and hope that we can find a resolution that will meet both our expectations. I look forward to your prompt attention to this matter.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]