

Complaint about Late Delivery

Subject: Complaint Regarding Late Delivery

Dear [Supplier Name],

We are disappointed to note that the delivery of [Product Name] scheduled for [Expected Date] was received on [Actual Date], causing disruption in our schedule.

We request that you ensure timely delivery for future orders and provide compensation or an explanation for the delay.

Thank you for your immediate attention.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

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