I hope everything is well in your world. I want to inform you that we have been ordering materials from you for the past five years. However, over the last two months, we have been experiencing issues with late deliveries from you. This is a very alarming situation for us. The latest update is that we had to extend our contract deadline with our client and pay the fine for the delay in our commitment. This is not a good sign for us, as it exposes us to a reputational risk.

I hope you will understand the situation we are in, and there will be no delay from your side in the future.

#2

After receiving our consignment last month, we placed the following order right then. As you are aware, our trading terms have already been agreed upon and outlined in the contract. However, it appears that you are not adhering to the rules. As mentioned in our order, we were looking forward to an urgent delivery. Late delivery is unacceptable in our business. It is a very fast-paced project, and delays can result in losses and penalties.

We received no apologies or notification of delays. This is very unprofessional. We would request that you fulfil our delivery urgently.