[Name of Recipient]

[Designation of Recipient]

[Organization Name]

Date:

**Subject: [Write an Appropriate Subject Line in bold letters]**

Dear Mr. / Mrs. [Name of the Recipient],

We, [mention Organization Name], are one of your regular clients for the purchase of [mention Raw Material Name]. We have been procuring the raw material from you for two years. However, I would like to suggest you something.

At first, you should focus on improving your quality. I am sure that you are aware of the fact that the competition is getting higher day by day. In such a situation, if you want your clients or customers to stay intact with you, you must take steps to ensure providing high-quality raw material.

Secondly, make sure to improve your delivery system. Oftentimes, our orders get delivered to us quite late. It simply disturbs all the operations of the business. So, you should take steps to ensure that the orders of your customers or clients get delivered to them on time.

I hope that your management will take these suggestions seriously and steps will be taken to overcome the mentioned problems.

Thanks a lot!

Yours Truly,

[Seder Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]