[Your Name]
[Your Title]
[Company Name]
[Date]

[Recipient Name]
[Recipient Title]
[Recipient Company Name]

Subject: Notice of Negative Impact on Business Operations

Dear [Recipient Name],

I am writing to formally bring to your attention a significant negative impact on our business operations resulting from [mention specific cause, e.g., service delays, supply chain disruptions, or breach of contract].

Since [Date/Time], we have experienced the following operational difficulties:

- [Description of impact 1, e.g., Delayed production timelines]
- [Description of impact 2, e.g., Inability to fulfill client orders]
- [Description of impact 3, e.g., Financial loss or increased overhead costs]

These disruptions have hindered our ability to maintain standard service levels and are currently affecting our [mention specific department or client base].

We request that you [mention desired action, e.g., resolve the technical issue, provide a revised delivery schedule, or issue a formal explanation] by [Deadline Date]. It is critical that this matter is addressed immediately to prevent further loss and operational downtime.

Please acknowledge receipt of this letter and provide an update on the steps being taken to rectify the situation.

Sincerely,

[Your Signature]
[Your Printed Name]