

Request for Vendor Performance Feedback

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

Dear [Vendor Contact Name],

We hope this message finds you well. As part of our ongoing commitment to improving our partnerships, we are reaching out to request your feedback on your recent experiences working with our team.

We value your opinions and insights, as they are essential for us to understand our performance and identify areas for improvement. Please take a few moments to answer the following questions:

1. How would you rate the overall quality of the products/services provided?
2. Were our communication and responsiveness satisfactory?
3. Did we meet your expectations regarding delivery timelines?
4. What areas do you believe we could improve upon?
5. Any additional comments or suggestions?

Your feedback is invaluable to us, and we appreciate your time and effort in helping us enhance our services.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]