

Vendor Evaluation Feedback Request

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

To: [Vendor's Name]

[Vendor's Company Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

We hope this message finds you well. As part of our ongoing commitment to improving our partnerships and enhancing the quality of our services, we would like to request your feedback regarding our recent collaboration.

Your insights are incredibly valuable to us, and we would appreciate if you could take a few moments to provide feedback on the following areas:

- Quality of Products/Services
- Timeliness of Delivery
- Communication and Responsiveness
- Overall Satisfaction
- Areas for Improvement

Please feel free to provide any additional comments or suggestions that may help us in our efforts to serve you better.

Thank you for your time and support. We value your partnership and look forward to continuing our successful collaboration.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]