

Vendor Evaluation Feedback Request

Dear [Vendor's Name],

We hope this message finds you well. As part of our continuous improvement process, we are seeking your feedback regarding our recent collaboration. Your insights are invaluable in helping us enhance our relationship and ensure mutual success.

Please take a moment to provide your thoughts on the following areas:

- Quality of Products/Services
- Timeliness of Delivery
- Communication Effectiveness
- Overall Satisfaction

We appreciate your candid feedback and look forward to your response by [Insert Deadline Date]. Thank you for your cooperation!

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]