

# Vendor Feedback Findings

Date: [Insert Date]

To: [Vendor Name]

From: [Your Name/Your Company]

Dear [Vendor Name],

We appreciate your continued partnership and value your services. Following our recent evaluation, we have compiled our feedback findings regarding your performance over the past quarter.

## Feedback Summary

- **Quality of Products/Services:** [Insert summary of quality feedback]
- **Delivery Timeliness:** [Insert delivery feedback]
- **Customer Service:** [Insert customer service feedback]
- **Communication:** [Insert communication feedback]

## Recommendations

Based on our findings, we suggest the following improvements:

- [Insert recommendation 1]
- [Insert recommendation 2]
- [Insert recommendation 3]

We believe that implementing these changes will enhance our business relationship further. Please feel free to reach out for any clarifications or discussions regarding this feedback.

Thank you for your attention to these matters.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]