

Vendor Service Quality Review

Date: _____

To: [Vendor Name]

From: [Your Company Name]

Subject: Service Quality Review

Dear [Vendor Contact Name],

We hope this message finds you well. As part of our ongoing commitment to maintaining high standards in our operations, we conduct periodic reviews of our vendor partnerships. This letter serves to provide feedback on the quality of services received from your team over the past [time period].

Review Summary

- **Service Delivery:** [Provide feedback on timeliness and efficiency]
- **Quality of Work:** [Evaluate the quality of products/services offered]
- **Communication:** [Discuss the effectiveness of communication]
- **Responsiveness:** [Comment on how quickly issues are resolved]

Areas for Improvement

[Detail any specific areas where improvement is needed]

Positive Highlights

[Mention any positives or successes in the partnership]

We appreciate your attention to this review and value our partnership. Please feel free to reach out to discuss this feedback further or to schedule a meeting. We look forward to working together to enhance our collaboration.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]