

Vendor Feedback Communication Letter

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Feedback Collection for Continuous Improvement

Dear [Vendor Contact Name],

We hope this message finds you well. As part of our commitment to maintaining a productive partnership, we are reaching out to gather your valuable feedback on our recent collaboration.

We believe that your insights are crucial in helping us improve our processes and overall partnership experience. Therefore, we kindly ask you to take a few moments to share your thoughts on the following aspects:

- Communication effectiveness
- Quality of products/services provided
- Timeliness of delivery
- Overall satisfaction with our collaboration

Please send us your feedback by [insert deadline date]. You may respond to this email or complete the feedback form attached below:

[Feedback Form](#)

Your input is invaluable to us, and we appreciate your cooperation in this initiative. We look forward to hearing from you soon!

Thank you for being a valued partner.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]