

Request for Feedback on Vendor Performance

Dear [Vendor's Name],

I hope this message finds you well. As part of our commitment to continuous improvement and maintaining high standards, we regularly evaluate our vendors' performance.

We would like to formally appeal for your feedback regarding our recent performance. Your insights are invaluable to us, and will help us in identifying areas where we can enhance our collaboration.

Please consider the following points for your feedback:

- Quality of products/services provided
- Timeliness of deliveries
- Responsiveness to inquiries
- Overall satisfaction with our service

We appreciate your partnership and look forward to your constructive feedback by [specific date]. Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]