

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Vendor's Name]

[Vendor's Company]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

I hope this message finds you well. I am reaching out to inquire about the performance metrics for our recent collaboration, specifically regarding [specific services/products provided].

To better understand our partnership and enhance future dealings, could you please provide the following performance data:

- Delivery times and adherence to schedule
- Quality metrics and any issues reported
- Customer satisfaction ratings
- Any additional relevant performance indicators

We appreciate your continued support and look forward to receiving this information at your earliest convenience. Please do not hesitate to reach out if you need further clarification on our request.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]