

Request for Vendor Performance Insights

Dear [Vendor's Name],

I hope this message finds you well. As part of our ongoing efforts to evaluate and enhance our partnership, we are currently reviewing our vendor performance metrics.

We would greatly appreciate your insights regarding your performance in the following areas:

- Delivery timeliness
- Quality of products/services
- Customer service responsiveness
- Compliance with agreements

Your feedback is invaluable in helping us understand your perspective and improve our collaboration. Please provide the requested insights by [insert due date].

Thank you for your attention to this matter. We look forward to your prompt response.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]