

Request for Vendor Performance Data

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We hope this message finds you well. As part of our continuing effort to enhance our partnerships and ensure mutual growth, we are currently conducting a review of our vendor performance.

We kindly request that you provide us with your performance data for our past collaborations. Specifically, we are interested in the following information:

- Delivery Timeliness
- Quality of Goods/Services
- Customer Service and Support
- Pricing Competitiveness

Please submit the requested data by [Deadline Date]. Your timely response will assist us greatly in our evaluation process.

Thank you for your cooperation and continued partnership. If you have any questions, please feel free to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]