

# Vendor Reliability Review Request

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

As part of our commitment to ensure strategic sourcing excellence, we are conducting a reliability review of our vendors. Your partnership is vital to our operations, and we seek to assess your performance and reliability over the past [insert time frame].

We kindly ask you to provide us with the following information:

- Overview of your company's operational capabilities
- Recent performance metrics, including delivery times and order accuracy
- Details regarding any issues encountered and resolutions implemented
- Customer service feedback and communication protocols

Please submit your response by [insert deadline], as it will assist us in our strategic sourcing planning and continued collaboration.

Thank you for your attention to this matter. We greatly value your partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]