

Vendor Collaboration Feedback Process

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Initiation of Feedback Process for Collaboration

Dear [Vendor Name],

We hope this message finds you well. As part of our ongoing efforts to enhance collaboration and ensure mutual growth, we are initiating a feedback process pertaining to our partnership.

The aim of this feedback process is to:

- Identify strengths in our collaboration.
- Address any concerns or challenges faced.
- Discuss potential areas for improvement.

Please find attached a feedback form that we request you complete by [Insert Deadline]. Your insights are invaluable in helping us understand how best to support each other moving forward.

Should you have any questions or require further information, please do not hesitate to reach out.

Thank you for your attention and cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]