

Vendor Input Solicitation Letter

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Subject: Request for Vendor Input for Continuous Improvement

Dear [Vendor Name],

We hope this message finds you well. As part of our commitment to continuous improvement, we are reaching out to valued partners like you for feedback and suggestions that could enhance our collaboration and overall performance.

We would appreciate your input on the following areas:

- Quality of products/services provided
- Communication and support from our team
- Delivery and lead time
- Any challenges faced during our partnership
- Suggestions for improvement

Your insights are vital to us, and we value your contributions as a partner. Please reply to this email or reach out to us at [Your Contact Information] by [Response Deadline].

Thank you for your continued support and collaboration.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]