

# Vendor Partnership Review

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

## Introduction

We appreciate your partnership and value the collaboration we have developed. This document outlines our review and feedback regarding our current partnership.

## Performance Metrics

- Timeliness of Deliveries: [Feedback]
- Quality of Products/Services: [Feedback]
- Communication Effectiveness: [Feedback]
- Compliance with Terms: [Feedback]

## Strengths

[List any strengths noted during the partnership, e.g. reliability, quality etc.]

## Areas for Improvement

[Detail areas where improvement is needed, e.g. communication, product quality, etc.]

## Future Goals

[Outline any goals for the future of the partnership, e.g. increased efficiency, product development, etc.]

## Conclusion

Thank you for your continued collaboration. We look forward to your response and to improving our partnership together.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]  
[Contact Information]