

Vendor Performance Evaluation Feedback Request

Date: [Insert Date]

Dear [Vendor's Name],

We hope this message finds you well. As part of our ongoing commitment to enhance our partnerships and ensure the highest standards of service, we are conducting a performance evaluation of our vendors.

We would greatly appreciate your feedback regarding our collaboration over the past [insert time period]. Your insights are invaluable to us and will help us identify areas for improvement and celebrate our successes.

Please take a moment to provide your feedback on the following aspects:

- Quality of products/services provided
- Timeliness of delivery
- Responsiveness to requests and inquiries
- Overall satisfaction with our partnership
- Any additional comments or suggestions

Your feedback can be submitted via email or through the attached feedback form. We appreciate your input by [insert deadline].

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

Warm regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]