

Vendor Relationship Enhancement Feedback Mechanism

Date: [Insert Date]

Vendor Name: [Insert Vendor Name]

Contact Person: [Insert Contact Person's Name]

Subject: Feedback on Our Relationship

Dear [Contact Person's Name],

We appreciate your partnership and commitment to delivering exceptional services/products to our organization. In our effort to continuously enhance our collaborative relationship, we would like to invite your feedback through this mechanism:

Feedback Areas

- Communication Effectiveness
- Quality of Products/Services
- Timeliness of Deliveries
- Problem Resolution
- Collaboration Opportunities

Feedback Form

Please provide your feedback in the following format:

1. Area of Feedback: [Specify Area]

2. Feedback Comments: [Your Comments]

3. Suggestions for Improvement: [Your Suggestions]

Your insights are invaluable to us, and we look forward to your response. Thank you for your ongoing collaboration!

Best Regards,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]