

Feedback Request for Process Improvement

Dear [Vendor's Name],

We hope this message finds you well. As part of our continuous effort to enhance our collaboration and improve our processes, we would like to kindly request your feedback regarding our recent interactions and overall experience as our valued vendor.

Your insights are crucial to help us identify areas for improvement. Please take a few moments to share your thoughts on the following:

- Effectiveness of communication
- Quality of support provided
- Timeliness of delivery
- Overall satisfaction with our partnership

We appreciate your honest feedback and assure you that all responses will be kept confidential. Please send your feedback by [insert due date].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]