

Vendor Service Feedback

Dear [Vendor Name],

I hope this message finds you well. We would like to take a moment to provide feedback regarding the services we received from your team during our recent collaboration.

Positive Aspects

- Quality of products/services
- Timeliness of delivery
- Responsiveness of your team

Areas for Improvement

- Communication during the project
- Flexibility with changes
- Post-service support

Overall, we appreciate your efforts and look forward to working together on future projects. Thank you for your attention to this feedback.

Sincerely,

[Your Name]
[Your Position]
[Your Company]
[Contact Information]