

# Vendor Evaluation Form Distribution

Dear [Vendor Name],

We hope this message finds you well. As part of our ongoing commitment to maintain high standards and improve our partnership, we are conducting a vendor evaluation process.

Attached to this email, you will find a Vendor Evaluation Form that we kindly ask you to complete and return by [return date]. Your feedback is crucial in helping us assess our collaboration and identify areas for improvement.

Should you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your cooperation and valuable insights.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]