

Vendor Proposal Review Feedback

Date: [Insert Date]

To: [Vendor Name]

From: [Your Name]

Subject: Feedback on Your Proposal

Dear [Vendor Name],

Thank you for submitting your proposal for [project name or service]. We have reviewed your submission and appreciate the effort and detail you provided.

Strengths:

- [Strength 1]
- [Strength 2]
- [Strength 3]

Areas for Improvement:

- [Improvement 1]
- [Improvement 2]
- [Improvement 3]

Overall, we found your proposal to be [summary of overall impression]. We thank you for your interest in working with us and encourage you to address the feedback provided.

We look forward to the possibility of partnering with you on future projects.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]