

# Vendor Collaboration Feedback

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Dear [Vendor Contact Name],

We hope this message finds you well. As part of our continuous improvement process, we would like to take this opportunity to provide feedback on our recent collaboration.

## Collaboration Highlights

- Effective communication throughout the project.
- Timely delivery of deliverables.
- High-quality products/services provided.

## Areas for Improvement

- Response times could be improved for urgent queries.
- More regular updates on project milestones would be beneficial.

We appreciate your hard work and dedication and look forward to continuing our partnership. Thank you for your attention to these matters.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]