

# Vendor Reference Feedback Request

Date: [Insert Date]

To: [Vendor's Name]

Company: [Vendor's Company]

Address: [Vendor's Address]

Dear [Vendor's Name],

I hope this message finds you well. We are currently in the process of evaluating potential partnerships and would greatly appreciate your feedback regarding your experience with us as a vendor.

Your input is invaluable in helping us improve our services and understand how we can better serve our clients. If you could take a moment to answer the following questions, we would be very grateful:

- How would you rate our service quality?
- Were our staff members helpful and responsive?
- How well did we meet your expectations?
- Would you recommend us to others?

Please feel free to provide any additional comments or suggestions you may have.

Thank you for considering this request. We value your opinion and look forward to your feedback.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]