

# Vendor Feedback Action Plan

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Feedback Action Plan

**Dear [Vendor Name],**

Thank you for your continued partnership with [Your Company Name]. After reviewing your recent performance, we have compiled some feedback and an action plan to enhance our collaboration.

## **Feedback Summary:**

- Delivery Timeliness: [Insert feedback]
- Product Quality: [Insert feedback]
- Communication: [Insert feedback]

## **Action Plan:**

1. Improvement on delivery schedules by [Insert specific actions].
2. Enhance quality control measures by [Insert specific actions].
3. Increase frequency of updates by [Insert specific actions].

We believe that by implementing this action plan, we can improve our working relationship and achieve better results. Please let us know your thoughts on the proposed actions and any additional feedback you may have.

Thank you for your attention to this matter. We look forward to your prompt response.

**Sincerely,**

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]