

# Vendor Feedback Clarification Letter

Date: [Insert Date]

[Vendor's Name]

[Vendor's Company]

[Vendor's Address]

Dear [Vendor's Name],

We hope this message finds you well. We appreciate your ongoing partnership and would like to discuss the feedback we received regarding your recent performance.

We noticed some specific areas where there may have been misunderstandings or discrepancies. To ensure clarity and maintain our quality standards, we would like to clarify the following points:

- **Feedback Point 1:** [Description of the issue]
- **Feedback Point 2:** [Description of the issue]
- **Feedback Point 3:** [Description of the issue]

We believe that addressing these points will enhance our collaboration and lead to better results in the future. Please let us know a suitable time for a meeting or a call to discuss this further.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]