

# Dear [Vendor's Name],

I hope this message finds you well. We are reaching out to gather feedback regarding our recent collaboration on [specific project or service].

Your insights are invaluable to us as we continuously strive to improve our processes and strengthen our partnership.

Please take a moment to share your thoughts on the following:

- Quality of Service
- Timeliness of Deliveries
- Communication and Support
- Overall Experience

We appreciate your feedback and look forward to enhancing our collaboration further. Please respond by [specific date] if possible.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]