

Vendor Feedback Summary

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Feedback Summary for [Product/Service]

Dear [Vendor Name],

We would like to take a moment to thank you for your continued partnership and support. After reviewing the feedback received from our team and customers regarding your [product/service], we have compiled a summary for your reference.

Feedback Summary:

- **Quality:** [Positive/Negative comments]
- **Timeliness:** [Positive/Negative comments]
- **Customer Service:** [Positive/Negative comments]
- **Pricing:** [Positive/Negative comments]

Recommendations:

[Insert any recommendations based on the feedback]

We appreciate your attention to this summary and look forward to your response. Should you have any questions or need further clarification, please do not hesitate to contact us.

Best Regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]