

# Vendor Exit Interview Feedback Request

Dear [Vendor Name],

As we approach the conclusion of our partnership, I would like to take this opportunity to gather your valuable feedback regarding our collaboration.

Your insights are incredibly important to us and will help us improve our processes and relationships with future vendors. We would appreciate it if you could share your thoughts on the following areas:

- Overall experience working with us
- Communication and support provided
- Challenges faced during our partnership
- Suggestions for improvement
- Would you consider working with us again in the future?

Please feel free to provide any additional comments that you believe would be helpful. Your feedback will remain confidential.

Thank you for your time and contributions. We greatly value your input.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]