

Vendor Compliance Feedback

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We appreciate your ongoing partnership with [Your Company Name]. We have conducted a recent review of your compliance with our standards, and we would like to share our feedback with you.

Compliance Areas Reviewed:

- Quality Standards
- Delivery Timeliness
- Documentation and Reporting

Feedback Summary:

Quality Standards: [Provide specific feedback]

Delivery Timeliness: [Provide specific feedback]

Documentation and Reporting: [Provide specific feedback]

Overall, we value your contributions. However, addressing the mentioned areas will help strengthen our collaboration. Please feel free to reach out if you have any questions or require further clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Contact Information]