

Annual Supplier Review Inquiry

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Contact Name],

As part of our annual review process, we would like to gather feedback regarding our partnership and your services over the past year. Your insights are invaluable in helping us assess performance and identify areas for improvement.

Please provide responses to the following questions by [Insert Response Deadline]:

- How would you rate the overall quality of our communication?
- What challenges did you face in our collaboration?
- Are there any areas where you believe we could improve?
- How satisfied are you with our timely payments?
- Do you have any suggestions for enhancing our partnership?

Thank you for your cooperation and continued support. We look forward to your valuable feedback.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]