

Notice of Operational Improvement Requirements

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Dear [Vendor Contact Name],

We are reaching out to discuss the recent assessment of our operational collaboration and identify necessary improvements to enhance our mutual performance. We believe that with the following operational improvements, we can achieve better outcomes:

- Improve response time for order fulfillment
- Enhance communication on inventory updates
- Streamline the reporting process for discrepancies

We are committed to working together to address these areas and would appreciate your immediate attention to implementing these changes. Please provide us with your feedback by [Insert Response Due Date].

Thank you for your cooperation and understanding. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]