

Vendor Partnership Assessment

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor's Contact Name],

We hope this message finds you well. As part of our ongoing assessment of our vendor partnerships, we would like to evaluate our current collaboration with [Vendor Name]. This assessment will help us understand the strengths of our partnership and identify areas for improvement.

Please find below a set of questions that will aid in our evaluation:

1. How would you rate the quality of the products/services provided?
2. Are we meeting your expectations in terms of communication and responsiveness?
3. What challenges have you faced in our partnership?
4. In what areas do you think we can enhance our collaboration?
5. Overall, how satisfied are you with our partnership?

We appreciate your feedback and ask that you return your responses by [Insert Due Date]. Your insights are invaluable as we strive to strengthen our partnership.

Thank you for your attention to this matter. We look forward to your responses.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]