

Vendor Client Satisfaction Assessment

Date: [Insert Date]

To: [Vendor's Name]

From: [Your Company's Name]

Dear [Vendor's Contact Name],

We hope this message finds you well. As part of our ongoing commitment to maintaining high standards in our vendor relationships, we are conducting a Client Satisfaction Assessment to evaluate your service and performance.

Please take a moment to provide your feedback on the following aspects:

- Quality of Products/Services
- Timeliness of Deliveries
- Communication and Responsiveness
- Problem Resolution
- Overall Satisfaction

Your insights are invaluable to us, and we appreciate your cooperation in helping us improve our partnership. Please complete the assessment by [Insert Deadline].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]