

# Dear [Vendor Name],

We hope this message finds you well. At [Your Company Name], we value our relationship with you as a key vendor. To ensure that we are meeting your expectations and to continuously improve our collaboration, we would appreciate your feedback regarding our partnership.

Please take a moment to answer the following questions:

- How satisfied are you with our communication?
- Are our response times meeting your needs?
- What areas do you feel we can improve upon?
- Is there anything specific you would like to see from us in the future?

Your insights are invaluable to us. Please send your feedback by [deadline date]. We are looking forward to hearing your thoughts and continuing to strengthen our partnership.

Thank you for your cooperation!

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]