

Vendor Satisfaction Assessment Notice

Date: [Insert Date]

Dear [Vendor's Name],

We hope this message finds you well. As part of our commitment to maintaining strong relationships with our vendors, we conduct periodic assessments to gauge satisfaction and work towards continuous improvement.

We kindly ask you to take a few moments to complete the attached Vendor Satisfaction Survey. Your feedback is invaluable in helping us understand how our partnership can be enhanced.

Please return the completed survey by [Insert Due Date]. If you have any questions or require assistance, do not hesitate to reach out to us at [Insert Contact Information].

Thank you for your attention and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]