

[Your Company Letterhead]

[Date]

[Subcontractor Name]

[Subcontractor Address]

[City, State, Zip Code]

Dear [Subcontractor Name],

We hope this message finds you well. As part of our ongoing commitment to quality and improvement, we would like to gather your feedback regarding the recent delivery of materials/services provided by your company on [Project Name or Description].

We greatly value your insights and would appreciate it if you could take a few moments to address the following questions:

1. Was the delivery on time and as scheduled?
2. Were the materials/services provided to the specified quality standards?
3. Did you encounter any issues during the delivery process? If so, please elaborate.
4. How can we improve our collaboration for future deliveries?

Your feedback is crucial in helping us enhance our working relationship and the services we provide to our clients. Please reply to this email or contact us directly at [Your Phone Number] by [Response Deadline].

Thank you for your cooperation and assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]