

Vendor Review and Feedback

Date: [Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Feedback on Recent Partnership

Dear [Vendor Name],

We hope this message finds you well. As part of our commitment to continuous improvement and collaboration, we have conducted a review of our recent engagements with your team.

Areas of Strength

- [Strength 1]
- [Strength 2]
- [Strength 3]

Opportunities for Improvement

- [Improvement Area 1]
- [Improvement Area 2]
- [Improvement Area 3]

We appreciate the efforts put forth by your team and look forward to addressing the areas of improvement together. Please feel free to reach out if you have any questions or further feedback.

Thank you for your partnership.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]