

# Feedback Letter to Supplier

Date: [Insert Date]

To: [Supplier's Name]

Company: [Supplier's Company Name]

Address: [Supplier's Address]

Dear [Supplier's Name],

We appreciate the partnership we have built with you over the past [duration of relationship]. As part of our commitment to continuous improvement, we would like to provide you with some feedback on our recent engagements.

## Areas for Improvement

- **Quality of Products:** We have noticed inconsistencies in the quality of [specific products] in the last shipment. We suggest implementing quality checks before dispatching products.
- **Communication:** Timely information regarding delays would help us manage our operations better. We recommend regular updates on order status.
- **Delivery Timeliness:** Several deliveries have been delayed. We suggest reviewing your logistics processes to enhance delivery efficiency.

We value our collaboration and believe that addressing these areas will strengthen our partnership. Please feel free to reach out if you require further clarification on any of the points mentioned.

Thank you for your attention to these matters. We look forward to your feedback and to seeing improvements in our future engagements.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]