

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

We hope this message finds you well. As part of our ongoing commitment to maintaining strong supplier relationships, we are conducting an assessment of our current partnerships. This assessment aims to gather valuable feedback and insights to enhance our collaboration.

Over the next few weeks, we will be evaluating the following key aspects of our relationship:

- Quality of Products/Services
- Pricing Competitiveness
- Delivery Timeliness
- Communication Effectiveness
- Overall Satisfaction

We kindly ask you to provide your feedback on these aspects through the attached questionnaire by [insert deadline]. Your input is crucial in helping us identify areas for improvement and opportunities for growth.

Thank you for your continued partnership and support. We look forward to your feedback and fostering a mutually beneficial relationship in the future.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]