

Dear Valued Supplier,

We are committed to maintaining a strong partnership with you, and to ensure we meet your expectations, we are conducting a Supplier Satisfaction Survey.

Your feedback is essential in helping us improve our processes and services. The survey will take approximately 10 minutes to complete and your responses will be kept confidential.

Please look for an email with the survey link, which will be sent to you on **[insert date]**.

Thank you for your continued support and collaboration.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]