

Vendor Quality Feedback Summary

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Quality Feedback Summary

Summary of Feedback

We appreciate your continued partnership and would like to share our recent feedback regarding the quality of your products/services.

Positive Aspects

- Consistent product performance
- Timely delivery of orders
- Responsive customer service

Areas for Improvement

- Defect rate exceeded acceptable levels
- Inconsistency in packaging quality
- Inadequate documentation with shipments

Action Items

To maintain our strong partnership, we recommend the following actions:

- Review defect rates and implement corrective measures.
- Standardize packaging processes.
- Enhance documentation practices to ensure clarity.

Conclusion

We are confident that with attention to the feedback provided, we can continue to strengthen our business relationship. Please feel free to reach out for any further discussion or clarification.

Best Regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]