

# Feedback on Initiative Procurement

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Feedback on Procurement Initiative

Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide feedback regarding the recent procurement initiative we undertook. Overall, I believe the initiative has been both successful and enlightening.

## **Highlights:**

- Effective communication with vendors.
- Timely delivery of services/products.
- Competitive pricing that aligns with market standards.

## **Areas for Improvement:**

- Streamlining the evaluation process for vendor selection.
- More comprehensive training for the procurement team.
- Enhancing feedback loops with stakeholders involved.

Thank you for your attention to this matter. I believe that with these adjustments, our future procurement initiatives will be even more effective.

Best regards,

[Your Name]

[Your Job Title]

[Your Company]