

# Vendor Relationship Assessment

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Vendor Relationship Assessment

Dear [Vendor Contact Name],

As part of our ongoing efforts to evaluate and enhance our partnerships, we are conducting a Vendor Relationship Assessment. This assessment aims to understand our collaboration, identify areas for improvement, and explore opportunities for growth.

## Assessment Areas

- Quality of Products/Services
- Timeliness and Reliability
- Communication Effectiveness
- Pricing and Value
- Innovation and Responsiveness

We would appreciate your feedback on the above areas. Please take a moment to fill out the attached questionnaire and return it to us by [Insert Due Date]. Your input is invaluable and will guide us in fostering a stronger relationship.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]