

Vendor Review Communication

Date: **[Insert Date]**

To: **[Vendor Name]**

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We hope this message finds you well. As part of our ongoing commitment to improve our partnerships, we are conducting a vendor review for the services provided by your organization.

We value the relationship we have built with your team and believe that your input is crucial in ensuring the success of our collaboration.

To facilitate this review, we kindly request the following information:

- Performance metrics over the last [insert time frame]
- Any challenges faced and how they were addressed
- Feedback on our collaboration

Please provide your feedback by **[Insert Deadline]**, as this will help us in our evaluation and planning for the upcoming period.

Thank you for your continued partnership and cooperation. We look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]