

Feedback Request for Supplier Performance

Date: [Insert Date]

To: [Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Contact Name],

We hope this message finds you well. As part of our commitment to maintaining high standards in our operations, we regularly assess the performance of our suppliers. Your contributions are crucial to our success, and we value your partnership.

We would like to request your feedback regarding our recent collaboration on [insert project/product/service]. Specifically, we are interested in your views on the following aspects:

- Quality of goods/services provided
- Timeliness of delivery
- Communication and responsiveness
- Overall satisfaction with our partnership

Your insights will help us enhance our mutual collaboration and improve our processes. Please take a few moments to share your feedback by [insert response deadline, e.g., MM/DD/YYYY]. You can reply directly to this email or fill out the attached survey.

Thank you for your attention and support. We look forward to your valuable feedback.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]