

Inquiry for Supplier Feedback

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Name],

We hope this message finds you well. At [Your Company Name], we are committed to ensuring a seamless collaboration with our suppliers. To improve our processes and partnership, we would like to gather your feedback regarding our recent transactions.

We would greatly appreciate it if you could take a moment to answer the following questions:

- How would you rate our communication throughout the purchasing process?
- Were the terms and conditions clear and fair?
- How satisfied were you with the delivery timeline and logistics?
- Do you have any suggestions for improvement in our collaboration?

Your feedback is invaluable to us, and we look forward to hearing your thoughts by [Response Deadline]. Thank you for your continued partnership.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]