

Vendor Relationship Review

Date: [Insert Date]

[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 maintain effective and productive partnerships, we are conducting a Vendor Relationship Review to assess the current state of our collaboration and identify opportunities for improvement.

During this review, we will evaluate various aspects of our partnership, including:

- Quality of products/services provided
- Responsiveness and communication
- Delivery and lead times
- Pricing competitiveness
- Innovation and support

We kindly request your feedback in the form of a short survey that we will share with you shortly. We also encourage you to share any additional comments or concerns you may have regarding our partnership.

Our aim is to ensure that we continue to meet each other's expectations and drive mutual success. We value your partnership and look forward to your insights.

Thank you for your attention to this matter. Please do not hesitate to reach out to me directly if you have any questions.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]