

Vendor Performance Improvement Request

Date: **[Insert Date]**

To: **[Vendor Name]**

Address: **[Vendor Address]**

Email: **[Vendor Email]**

Dear [Vendor Contact Name],

We hope this message finds you well. We would like to take this opportunity to discuss the performance of our partnership and highlight areas for improvement.

Over the past few [weeks/months], we have observed the following challenges:

- [Issue 1: Brief description]
- [Issue 2: Brief description]
- [Issue 3: Brief description]

We believe that addressing these areas will not only enhance our working relationship but also improve overall service quality. We would appreciate your feedback on these matters and any plans you may have for improvement.

We are committed to working together towards a mutually beneficial outcome. Please let us know a convenient time for us to discuss this further.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]