

Invitation to Yearly Supplier Feedback Meeting

Dear [Supplier Name],

We hope this message finds you well. We would like to invite you to our annual Supplier Feedback Meeting scheduled for [Date] at [Time]. This meeting will take place at [Location] / via [Meeting Platform].

The purpose of the meeting is to discuss our collaboration over the past year, identify areas for improvement, and explore opportunities for growth together. Your insights and feedback are invaluable to us.

Agenda:

- Welcome and Introductions
- Review of Last Year's Performance
- Open Feedback Session
- Discussion of Future Goals
- Q&A
- Closing Remarks

Please confirm your attendance by [RSVP Date]. We look forward to your valuable contributions and a fruitful discussion.

Thank you.

Best Regards,
[Your Name]
[Your Position]
[Your Company]
[Contact Information]