

Supplier Satisfaction Evaluation Request

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Contact Name],

We hope this message finds you well. As part of our commitment to continuous improvement and maintaining strong supplier relationships, we are conducting a Supplier Satisfaction Evaluation.

We would appreciate your feedback regarding our partnership, including areas where we excel and opportunities for improvement. Your insights are invaluable in helping us enhance our processes and ensure mutual success.

Please complete the attached questionnaire and return it to us by [Insert Deadline]. Your participation is crucial to our ongoing efforts to ensure the best possible service.

Thank you for your attention to this matter. We look forward to your feedback.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]