

Subject: Request for Supplier Visit Scheduling for Feedback Session

Dear [Supplier's Name],

I hope this message finds you well. We value our partnership and believe that regular feedback is essential for our mutual success. Therefore, we would like to schedule a visit to your facility for a feedback session.

Proposed Dates:

- [Date Option 1]
- [Date Option 2]
- [Date Option 3]

Please let us know your availability for any of the proposed dates, or suggest an alternative that works better for you.

We appreciate your cooperation and look forward to the opportunity to enhance our collaboration further.

Thank you,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]