

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Name],

We would like to take a moment to express our feedback regarding the services you have provided to us over the past period.

Firstly, we appreciate your promptness in delivering goods and services. This has greatly helped in maintaining our workflow.

However, we would like to address some areas for improvement. We encountered issues with [specific issues], which we believe could be improved for better collaboration.

We value our partnership and look forward to your response regarding our feedback.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]