

Supplier Reference Feedback

Date: [Insert Date]

To: [Supplier's Name]

From: [Your Company's Name]

Subject: Feedback for Service Improvement

Dear [Supplier's Name],

We hope this message finds you well. As part of our continuous improvement efforts, we would like to take a moment to provide you with some feedback regarding the services provided by your team.

Positive Aspects:

- [Positive aspect 1]
- [Positive aspect 2]
- [Positive aspect 3]

Areas for Improvement:

- [Area for improvement 1]
- [Area for improvement 2]
- [Area for improvement 3]

We appreciate your cooperation and are confident that implementing these suggestions will enhance our collaborative efforts. Please feel free to reach out should you have any questions or require further clarification.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company's Name]

[Your Contact Information]