

# Supplier Exit Interview Scheduling Request

Dear [Supplier's Name],

We hope this message finds you well. As we approach the conclusion of our business relationship, we would like to schedule an exit interview to gather your feedback and insights regarding our collaboration.

The exit interview will help us understand your experience as a supplier and identify areas for improvement. We value your input and would appreciate your assistance in scheduling a convenient time.

Please let us know your availability for a virtual meeting during the week of [insert dates]. We anticipate the interview will take approximately [insert duration] and will focus on the following topics:

- Overall satisfaction with our partnership
- Quality of products/services provided
- Communication and support received
- Suggestions for improvement

Thank you for your cooperation. We look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]