

Feedback on Electronic Document Quality

Date: [Insert Date]

To: [Supplier Name]

Attn: [Contact Person]

[Supplier Address]

Dear [Contact Person],

We would like to take this opportunity to provide feedback regarding the recent electronic documents submitted by your team. Overall, we appreciate the effort put into the documentation; however, we have identified a few areas for improvement.

Positive Aspects

- Documents were submitted in a timely manner.
- The overall structure and format were well-organized.
- All necessary sections were included.

Areas for Improvement

- Ensure consistent use of terminology throughout all documents.
- Improve clarity in data presentation, particularly in Section 3.
- Address the issues of document version control to avoid confusion.

We value our partnership and are optimistic about enhancing the quality of our collaboration. Please feel free to reach out if you would like to discuss this feedback further.

Thank you for your attention to these matters.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]