

Vendor Engagement Review

Date: [Insert Date]

To: [Vendor's Name]

[Vendor's Address]

Dear [Vendor's Name],

We hope this letter finds you well. As part of our ongoing commitment to improving our vendor relationships, we are conducting a Vendor Engagement Review.

This review aims to assess our current engagement and identify areas for improvement. We value your contributions and believe that your feedback is crucial to this process.

Please take a moment to answer the following questions:

- How do you rate our communication and responsiveness?
- Are there any challenges you face while working with our team?
- What suggestions do you have for strengthening our partnership?

We would appreciate your feedback by [Insert Due Date]. Your insights will be invaluable for ensuring a successful collaboration moving forward.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]