

Contract Evaluation Inquiry

Dear [Vendor's Name],

I hope this message finds you well. We are currently in the process of evaluating our existing contracts and would like to gather feedback regarding our partnership.

We would appreciate it if you could provide us with the following information:

- Overview of the services/products provided
- Suggestions for improvement, if any
- Your assessment of the contract terms
- Any challenges you faced during the contract period

Your insights are valuable to us, and we aim to use this feedback to enhance our collaboration moving forward. Please respond by [due date].

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]