

Contract Performance Feedback Request

Date: [Insert Date]

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

We hope this message finds you well. As part of our commitment to continuous improvement, we are reaching out to request your feedback regarding the performance of the contract we hold with your organization.

Your insights are invaluable to us, and we believe that understanding your perspective on our collaboration will help us enhance our partnership.

Please take a moment to provide your feedback on the following aspects:

- Quality of goods/services provided
- Timeliness of delivery
- Communication and support
- Areas for improvement

We would appreciate if you could return your feedback by [Insert Deadline Date]. Your responses will be treated confidentially and will be used solely for the purpose of improving our mutual business relationship.

Thank you for your attention to this matter, and we look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]