To,

[Name of Recipient]

[Designation of Recipient]

[Recipient’s Company Name]

Date:

**Subject: Feedback Letter to Vendor**

Dear Sir/Madam,

As a [mention sender job title or position] of [mention company name], I am writing this letter to provide my feedback on [mention the job/service provided or business done with the vendor] carried out/done by [mention name of vendor’s organization/company] as on [mention date].

I must say that I really appreciate the high quality services provided by you. The task was done quite perfectly and with proper professionalism. What made me more appreciative of your services is that you managed to perform the task even before the agreed time.

So, it’s a great honor and pleasure to work with you and we will be looking forward for more business with your company.

Thanking you in anticipation.

Sincerely,

[Sender Name]

[Sender Designation]

[Sender Company Name]

[Sender Contact Details]