

Date: [Insert Date]

To: [Recipient Name/Department]

From: [Your Name/Organization]

Subject: Confidential Feedback: Sourcing Experience - [Project/Vendor Name]

Dear [Recipient Name],

I am writing to provide confidential feedback regarding our recent sourcing experience with [Vendor/Partner Name] for the [Project Name] project. The purpose of this letter is to share observations to assist in future procurement evaluations and internal process improvements.

1. Communication and Responsiveness

[Insert feedback regarding how the vendor handled inquiries, their speed of response, and the clarity of their communication during the bidding or onboarding process.]

2. Quality of Proposal/Deliverables

[Insert feedback on whether the materials provided met the technical requirements and if the value proposition was accurately presented.]

3. Professionalism and Alignment

[Insert feedback regarding the vendor's team conduct and how well their internal values aligned with our corporate standards.]

4. Areas for Improvement

[Detail any specific pain points, bottlenecks, or concerns encountered during the sourcing lifecycle.]

5. Final Recommendation

[State whether you would recommend this vendor for future engagements and under what conditions.]

Please ensure that this feedback is handled with the appropriate level of confidentiality and is only shared with authorized decision-makers.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]