

# Notice of Vendor Contract Reassessment

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We hope this message finds you well. We are reaching out to inform you that we will be conducting a reassessment of our current contract with your organization, [Vendor Name]. This reassessment aims to evaluate the effectiveness and alignment of our partnership with our ongoing business objectives.

The reassessment process will include a review of performance metrics, service delivery, compliance, and any other relevant factors. We believe that this process will help us enhance our collaboration and identify opportunities for improvement.

Please be advised that we will be scheduling a meeting to discuss the outcomes of the reassessment and potential adjustments to the contract. We value your contributions and are looking forward to your continued partnership.

If you have any questions or require further details, please do not hesitate to reach out to us at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[Your Contact Information]