

Vendor Assessment and Feedback

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Name],

We appreciate your continued partnership with [Your Company Name]. As part of our commitment to maintaining high standards and ensuring quality in our supply chain, we have completed a vendor assessment for [specific products/services].

Vendor Assessment Summary

- **Quality of Products/Services:** [Feedback]
- **Timeliness of Deliveries:** [Feedback]
- **Communication:** [Feedback]
- **Pricing:** [Feedback]
- **Responsiveness:** [Feedback]

Overall Assessment

[Overall assessment summary and any recommendations for improvement.]

Please feel free to reach out if you have any questions regarding this assessment or if you would like to discuss any points further. We look forward to continuing our partnership and working together to enhance our collaboration.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]