

# Vendor Performance Appraisal

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Performance Appraisal for [Vendor Name]

Dear [Vendor Contact Name],

We appreciate your continued partnership with [Your Company Name]. As part of our commitment to maintaining high standards and improving our business relationships, we conduct regular performance appraisals of our vendors. This letter serves to evaluate your performance for the period of [Insert Evaluation Period].

## Performance Criteria

- **Quality of Product/Service:** [Insert Evaluation]
- **Timeliness of Delivery:** [Insert Evaluation]
- **Communication:** [Insert Evaluation]
- **Responsiveness:** [Insert Evaluation]
- **Cost Management:** [Insert Evaluation]

## Overall Performance Rating

[Insert Overall Performance Rating]

## Areas for Improvement

[Insert Areas for Improvement]

## Conclusion

We value your contributions to our business and believe that through open communication, we can work together to improve performance in the future. Please feel free to reach out if you have any questions or would like to discuss this appraisal in further detail.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]