

Vendor Performance Assessment

Date: **[Insert Date]**

Vendor Name: **[Insert Vendor Name]**

Vendor Address: **[Insert Vendor Address]**

Dear [Vendor Contact Name],

We are conducting a performance assessment of our vendors to ensure that we maintain high standards for our procurement processes. This letter serves as a formal notification of your company's assessment.

Assessment Areas:

- Quality of Products/Services
- Delivery Timeliness
- Customer Service
- Pricing Competitiveness

We kindly request your cooperation in providing us with the necessary documentation and any feedback from your end to complete this assessment. Your insights are invaluable in helping us better understand your operations and ensuring a mutually beneficial partnership.

Please submit the requested information by **[Insert Deadline]**. Should you have any questions regarding this assessment, feel free to reach out to us.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]