

# Vendor Performance Feedback

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Vendor Performance Feedback

Dear [Vendor Contact Name],

We appreciate your continued partnership and would like to take a moment to provide feedback on your performance as our vendor for the past [time period].

## Performance Highlights:

- Quality of Products/Services: [Feedback]
- Timeliness of Deliveries: [Feedback]
- Communication and Support: [Feedback]

## Areas for Improvement:

- Improvement Needed: [Feedback]
- Recommendation: [Suggestions]

We value your contributions and look forward to your continued improvement and collaboration. Please feel free to reach out if you have any questions regarding this feedback.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]