

# Vendor Performance Summary

**Date:** [Insert Date]

**To:** [Vendor Name]

**From:** [Your Company Name]

**Dear [Vendor Contact Name],**

We would like to take this opportunity to provide you with a summary of your performance as our vendor for the period of [Insert Period].

## **1. Delivery Performance**

Overall, your delivery performance has been [Excellent/Good/Fair/Poor]. The percentage of on-time deliveries was [X%].

## **2. Quality of Goods/Services**

The quality of goods/services provided has been [Excellent/Good/Fair/Poor]. The rate of defects was [X%].

## **3. Communication and Responsiveness**

Your responsiveness to inquiries and issues has been rated as [Excellent/Good/Fair/Poor]. Most inquiries were resolved in a timely manner.

## **4. Overall Satisfaction**

Overall, our satisfaction with your services/products is [Satisfied/Neutral/Dissatisfied]. We appreciate your efforts in [specific commendation or area of strength].

## **5. Recommendations for Improvement**

To enhance our partnership, we recommend focusing on [specific area for improvement].

Thank you for your continued support and partnership. We look forward to working together to achieve better performance in the future.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]  
[Your Contact Information]