

Vendor Review Findings

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Vendor Review Findings

Dear [Vendor Contact Name],

We appreciate your cooperation during our recent review of your services as a vendor. Below are the findings from the evaluation:

Key Findings

- **Performance:** [Details about performance]
- **Compliance:** [Details about compliance]
- **Quality:** [Details about quality]
- **Communication:** [Details about communication]

Recommendations

To enhance our partnership, we recommend the following actions to be addressed:

- [Recommendation 1]
- [Recommendation 2]
- [Recommendation 3]

We value our relationship and hope to see improvements in the highlighted areas. Please feel free to reach out for any clarification or further discussion on these findings.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]