

Vendor Performance Evaluation

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We are writing to formally evaluate your performance as our vendor for the period of [Insert Evaluation Period]. Our assessment is based on various factors including quality, timeliness, communication, and overall satisfaction.

Evaluation Criteria

- **Quality of Products/Services:** [Insert Rating and Comments]
- **Timeliness of Deliveries:** [Insert Rating and Comments]
- **Communication Effectiveness:** [Insert Rating and Comments]
- **Overall Satisfaction:** [Insert Rating and Comments]

Overall Assessment

Based on the evaluation, we have determined your overall performance rating as [Insert Overall Rating]. We appreciate your efforts and look forward to your continued improvement in [specific areas for improvement].

Thank you for your attention to this evaluation. If you have any questions or would like to discuss this feedback further, please feel free to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Contact Information]