

Procurement Process Evaluation - Sample Letter

Date: **[Insert Date]**

To: **[Recipient's Name]**
[Recipient's Position]
[Company/Organization Name]
[Address Line 1]
[Address Line 2]

Dear [Recipient's Name],

Subject: Evaluation of Procurement Process

We are writing to you regarding the recent procurement process undertaken for [Project/Item Name]. As part of our commitment to continuous improvement and accountability, we have conducted an evaluation of the procurement activities conducted during this period.

The evaluation focused on the following key areas:

- Adherence to Procurement Policies
- Supplier Selection Process
- Cost-Effectiveness
- Timeliness of Delivery
- Quality of Goods/Services Received

Based on our findings, we would like to highlight the following points:

1. [Highlight finding 1]
2. [Highlight finding 2]
3. [Highlight finding 3]

We believe that this evaluation provides valuable insight for future procurement processes. We would appreciate your feedback on our findings and any additional comments you may have.

Thank you for your attention to this important matter. We look forward to your response.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization Name]
[Your Contact Information]