

Vendor Evaluation Letter

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

[City, State, Zip]

Dear [Vendor Contact Name],

We are writing to inform you of the results of your recent evaluation as a vendor for [Your Company Name]. This evaluation is part of our ongoing commitment to ensure we are partnering with suppliers who meet our standards for quality, reliability, and service.

Evaluation Criteria

- Quality of Products/Services
- Pricing Competitiveness
- Delivery Timeliness
- Customer Service and Support
- Compliance with Contractual Obligations

Evaluation Results

Your performance was assessed as follows:

- Quality: [Rating/Feedback]
- Pricing: [Rating/Feedback]
- Delivery: [Rating/Feedback]
- Customer Service: [Rating/Feedback]
- Compliance: [Rating/Feedback]

Based on our assessment, we are pleased to inform you that you have met our criteria and will continue to be considered as a vendor for future procurement needs.

We appreciate your cooperation and effort in meeting our requirements. Should you have any questions about this evaluation or wish to discuss it further, please feel free to contact us at [Your Contact Information].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip]

[Your Phone Number]

[Your Email Address]