

Supplier Assessment Results

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Contact Name],

We are writing to inform you of the results of the recent assessment conducted on your services provided under the tech services category.

Assessment Overview

The assessment was conducted over the period of [Insert Period] and included a review of the following criteria:

- Quality of Service
- Timeliness of Delivery
- Technical Expertise
- Cost Efficiency
- Customer Support

Results Summary

Criteria	Rating (1-5)
Quality of Service	[Insert Rating]
Timeliness of Delivery	[Insert Rating]
Technical Expertise	[Insert Rating]
Cost Efficiency	[Insert Rating]
Customer Support	[Insert Rating]

Overall Assessment

Your overall score is [Insert Overall Score], which indicates [Insert Overall Assessment].

Recommendations

We recommend the following actions to improve your services:

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

We appreciate your cooperation during the assessment process and look forward to your continued partnership.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]