

Vendor Performance Assurance and Guarantee

Date: [Insert Date]

To:

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

Subject: Performance Assurance and Guarantee

We appreciate your partnership and the services/products you provide to [Your Company Name]. This letter serves to outline our expectations regarding performance and to assure you of our commitment to a successful business relationship.

As part of our agreement, you are expected to meet the following performance standards:

- Quality of goods/services provided
- Timeliness of delivery
- Compliance with contractual terms
- Responsive customer service

In return, [Your Company Name] guarantees timely payments as per the agreed terms, and we commit to maintaining open lines of communication to address any issues that may arise.

We trust that your organization will uphold these standards, and we look forward to a continued successful relationship. Should you have any queries regarding this assurance and guarantee, please feel free to contact me directly at [Your Contact Information].

Thank you for your attention to these matters.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]