

Vendor Performance Critique

Date: [Insert Date]

To: [Vendor Name]

From: [Your Name]

Subject: Vendor Performance Review

Dear [Vendor Name],

We appreciate the partnership we have developed and the services you provide. However, we want to address some concerns regarding your recent performance.

Performance Issues

- Delivery Timeliness: [Describe issues with delivery times]
- Quality of Service: [Describe quality concerns with products/services]
- Communication: [Describe any issues with communication]

Expectations Moving Forward

To improve our collaboration, we expect the following:

- Improved delivery schedules to meet agreed timelines.
- Consistent adherence to quality standards.
- Regular updates and timely communication regarding issues.

We value our relationship and hope to see improvements in these areas. Please feel free to reach out if you would like to discuss this feedback further.

Thank you for your attention to these matters.

Sincerely,

[Your Name]

[Your Title]

[Your Company]