

Vendor Performance Review Summary

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Vendor Performance Review Summary

Performance Summary

Dear [Vendor Name],

We appreciate your partnership and would like to share our performance review summary for the period of [Insert Period].

Key Performance Indicators

- **Quality of Products/Services:** [Insert Rating]
- **Delivery Timeliness:** [Insert Rating]
- **Customer Service:** [Insert Rating]
- **Compliance with Agreements:** [Insert Rating]

Strengths

[Insert brief description of the vendor's strengths]

Areas for Improvement

[Insert brief description of the areas where improvement is needed]

Conclusion

We value your contributions and hope to work together to address the areas for improvement. If you have any questions or would like to discuss this review further, please feel free to reach out.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]
[Contact Information]