

# Vendor Performance Reporting Notice

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Subject: Vendor Performance Reporting

Dear [Vendor Contact Name],

We hope this message finds you well. As part of our ongoing commitment to maintaining a high standard of service and quality, we would like to notify you of the upcoming vendor performance reporting period.

Please submit your performance data for the [Insert reporting period] by [Insert submission deadline]. The report should include the following metrics:

- Quality of products/services provided
- Timeliness of delivery
- Responsiveness to inquiries
- Compliance with contract terms
- Any additional feedback or comments

We value our partnership and appreciate your cooperation in this matter. Should you have any questions or require further information, please do not hesitate to reach out.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Contact Information]