

Date: [Insert Date]

[Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

We hope this message finds you well. As part of our ongoing commitment to maintaining high standards of service and quality, we are conducting a vendor performance assessment to evaluate the effectiveness of our partnership.

We kindly request your cooperation in providing us with the necessary information and feedback regarding your performance in the areas of delivery, quality, responsiveness, and overall satisfaction. This assessment will help us identify strengths and areas for improvement in our collaboration.

Please complete the attached assessment form and return it to us by [Insert Deadline]. Your input is invaluable to us and will contribute to enhancing our relationship.

Thank you for your attention to this matter. We look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]