

# Vendor Performance Review Request

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We hope this message finds you well. As part of our ongoing commitment to maintaining high standards and fostering strong partnerships, we are conducting a performance review of our vendors.

We would like to request your participation in this review process. Please provide us with the following information by [Insert Deadline]:

- Overview of services/products provided
- Feedback on collaboration and communication
- Key performance indicators (KPIs) achieved
- Suggestions for improvement

Your insights are invaluable to us, and we greatly 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 request. We look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]