

# Vendor Performance Evaluation

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Performance Evaluation

Dear [Vendor Name],

We are writing to formally evaluate your performance as a vendor for the period of [Insert Evaluation Period]. We appreciate your partnership, and we value the collaboration we have had thus far.

## Performance Criteria

- **Quality of Products/Services:** [Insert Evaluation]
- **Timeliness of Deliveries:** [Insert Evaluation]
- **Customer Service:** [Insert Evaluation]
- **Pricing:** [Insert Evaluation]
- **Compliance with Agreements:** [Insert Evaluation]

## Overall Performance Rating

[Insert Overall Rating]

## Comments and Suggestions

[Insert Comments]

We look forward to your continued partnership and support in helping us achieve our goals.

Thank you for your attention to this evaluation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]