

Vendor Performance Enhancement Plan

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We hope this message finds you well. As part of our ongoing commitment to improving our partnerships and ensuring the best outcomes for our customers, we have conducted a review of the performance metrics related to our collaboration with [Vendor Name].

While we appreciate the efforts you have made in our partnership, we have identified several areas that require enhancement:

- Timeliness of Deliveries
- Quality of Products/Services
- Communication and Responsiveness
- Compliance with Contractual Obligations

To address these areas, we propose the following enhancement plan:

1. Regular performance reviews to assess progress
2. Training sessions for your team on our expectations
3. Establishing clear communication channels for feedback
4. Setting specific performance targets with deadlines

We believe that by working together on this plan, we can significantly improve performance and continue to build a successful partnership. We would like to schedule a meeting to discuss this enhancement plan in detail and gather your input. Please let us know your availability for the next week.

Thank you for your attention to this important matter. We look forward to working collaboratively towards improvement.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]