

# Vendor Performance Evaluation Strategy

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Vendor Performance Evaluation

Dear [Vendor Contact Name],

As part of our commitment to maintaining high standards and fostering strong partnerships, we are implementing a Vendor Performance Evaluation Strategy. This approach will allow us to assess the effectiveness and efficiency of the services/products you provide.

## Evaluation Criteria

- Quality of Products/Services
- Timeliness of Deliveries
- Communication and Responsiveness
- Pricing Competitiveness
- Compliance with Contract Terms

The evaluations will take place on a [quarterly/annual] basis, and feedback will be provided to ensure continuous improvement. We highly value your contributions and believe this strategy will enhance our collaboration.

We look forward to working closely with you to achieve the best outcomes.

Best Regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]