

# Vendor Assessment Criteria Dialogue

Dear [Vendor Name],

We hope this message finds you well. As part of our ongoing evaluation process, we would like to engage in a dialogue regarding your assessment criteria. We believe that clear communication is essential for maintaining a successful partnership.

## Assessment Criteria Overview

We would like to discuss the following criteria during our conversation:

- Quality of Products/Services
- Pricing Structure
- Delivery Timeliness
- Customer Service and Support
- Compliance with Standards

## Proposed Meeting Details

Please let us know your availability for a meeting next week to discuss these criteria in detail. We look forward to your insights and collaborative efforts towards improvement.

Thank you for your attention, and we appreciate your commitment to excellence.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]