

# Vendor Quality Measurement Outcomes

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Quality Measurement Outcomes

Dear [Vendor Name],

We appreciate your continued partnership and would like to share the outcomes of our recent quality measurements conducted on your products/services.

## Measurement Criteria

- Product Quality
- Timeliness of Delivery
- Customer Service Response
- Compliance with Specifications

## Results Summary

Criteria	Score (Out of 10)	Comments
Product Quality	9	Consistently high standards.
Timeliness of Delivery	8	Most deliveries on time, one delay noted.
Customer Service Response	7	Response time could improve.
Compliance with Specifications	9	All products met agreed specifications.

## Conclusion

Overall, we are pleased with your performance, particularly in the area of product quality and compliance. We encourage continued efforts in enhancing customer service responsiveness.

Thank you for your cooperation and commitment to excellence.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]