

Vendor Assessment for Service Excellence

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We are conducting a thorough vendor assessment to ensure the highest standard of service excellence in our partnerships. As a valued vendor, your input is crucial to this process. Below are some key areas we would like to assess:

Assessment Criteria

- Quality of Service
- Timeliness of Deliveries
- Communication and Responsiveness
- Cost Management
- Overall Customer Satisfaction

Please provide your feedback and any additional information that can help us in our assessment by [Insert Deadline]. Your insights will be instrumental in enhancing our collaboration and service quality.

Thank you for your attention to this important matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]