

Vendor Agreement Assessment Correspondence

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Email: [Vendor Email]

Dear [Vendor Name],

We are writing to inform you that we have completed the assessment process for the vendor agreement established between [Your Company Name] and [Vendor Company Name]. Our review focused on various aspects of the agreement, including performance, compliance, and alignment with our business objectives.

Overall, we appreciate your partnership and the services provided. Below are the key points from our assessment:

- Performance Metrics: [Summary of Performance Metrics]
- Compliance Status: [Summary of Compliance Status]
- Recommendations: [Any Recommendations for Improvement]

We would like to schedule a meeting to discuss our findings and explore any potential adjustments to the agreement moving forward. Please let us know your availability for a meeting within the next two weeks.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]