

# Vendor Performance Evaluation Notice

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We hope this message finds you well. As part of our commitment to continuous improvement and ensuring the highest standards of quality and service, we conduct regular performance evaluations of our vendors.

This notice serves to inform you that your performance will be evaluated over the period of [Insert Evaluation Period]. The following criteria will be assessed:

- Quality of Products/Services
- Timeliness of Deliveries
- Customer Service and Support
- Compliance with Contracts and Agreements
- Pricing and Cost Effectiveness

We encourage you to provide any relevant information or feedback that may assist in the evaluation process. Please submit your responses by [Insert Response Deadline].

Thank you for your attention to this matter. We look forward to your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]