

Vendor Capacity Planning Evaluation

Date: [Insert Date]

To: [Vendor Name]

From: [Your Name]

Subject: Performance Evaluation Feedback

Dear [Vendor Name],

We would like to take this opportunity to provide feedback on your performance based on our recent capacity planning evaluation.

Performance Overview

Your team has consistently delivered [mention specific achievements, metrics, or projects]. This has positively impacted our operations by [explain how it affected your business].

Areas of Improvement

We have identified some areas for improvement that could enhance our collaboration:

- [Area for improvement 1]
- [Area for improvement 2]
- [Area for improvement 3]

Next Steps

We recommend scheduling a meeting to discuss these points in detail and explore strategies for improvement moving forward.

Thank you for your efforts and commitment to our partnership. We look forward to your continued growth and success.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]