

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Company]
[Your Address]
[City, State, Zip Code]

[Vendor Contact Name]
[Vendor Company]
[Vendor Address]
[City, State, Zip Code]

Dear [Vendor Contact Name],

Subject: Performance Analysis of Our Partnership

We appreciate the collaboration between [Your Company] and [Vendor Company] over the past [duration of partnership]. As part of our ongoing efforts to enhance our business relationship, we conducted a performance analysis for the period of [Specify Time Period].

The analysis focused on key performance indicators such as:

- Delivery Timeliness
- Quality of Products/Services
- Response Time to Inquiries
- Cost Efficiency

Our findings indicate that:

- Delivery Timeliness: [Summary of findings]
- Quality of Products/Services: [Summary of findings]
- Response Time to Inquiries: [Summary of findings]
- Cost Efficiency: [Summary of findings]

Based on this analysis, we would like to discuss potential areas for improvement and further enhance our partnership. Please let us know a convenient time for you to meet or if you prefer a virtual discussion.

Thank you for your continued support and partnership. We look forward to your response.

Sincerely,

[Your Name]
[Your Title]
[Your Company]