

Vendor Performance Evaluation

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Dear [Vendor Contact Name],

We appreciate the partnership we have with [Vendor Name] and would like to take a moment to evaluate the performance based on our agreed best practices. Below are the key areas of evaluation:

1. Quality of Products/Services

[Provide assessment on the quality of products/services delivered]

2. Timeliness

[Comment on delivery schedules and adherence to timelines]

3. Communication

[Evaluate communication effectiveness and responsiveness]

4. Cost Management

[Assess pricing alignment with market standards and services provided]

5. Compliance with Agreements

[Review adherence to contractual obligations]

Overall Performance Rating: [Insert rating]

We encourage continuous improvement and would appreciate your feedback on our evaluation. Please feel free to reach out to discuss this evaluation in further detail.

Thank you for your ongoing partnership.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]