

Vendor Evaluation Review

Date: [Insert Date]

To: [Vendor's Name]

Address: [Vendor's Address]

Dear [Vendor's Name],

We appreciate your ongoing partnership and the services you provide to our organization. As part of our vendor evaluation process, we have conducted a review of your performance over the past [time period]. Below are the key areas evaluated.

Evaluation Criteria

- Quality of Products/Services: [Rating/Comments]
- Timeliness of Deliveries: [Rating/Comments]
- Customer Service: [Rating/Comments]
- Pricing: [Rating/Comments]

Overall Performance Rating: [Overall Rating]

We would like to discuss our findings and any necessary improvements that may need to be addressed. Please let us know your availability for a meeting within the next [time frame].

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]