

Vendor Performance Assessment

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We are writing to inform you of the results of our recent performance assessment for your services provided to [Company Name] over the past [insert time period]. We appreciate your efforts and would like to provide feedback that can help enhance our ongoing partnership.

Performance Metrics

- **Quality of Products/Services:** [Insert Assessment]
- **Timeliness:** [Insert Assessment]
- **Communication:** [Insert Assessment]
- **Compliance with Terms:** [Insert Assessment]

Strengths

[List notable strengths of the vendor]

Areas for Improvement

[List areas where improvement is needed]

We believe that addressing the areas mentioned above will enhance your performance and benefit our mutual interests. We look forward to your feedback and discussion on how we can collaborate to improve your services.

Thank you for your commitment to quality and service. Please feel free to reach out if you have any questions or require further clarification.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]