

Vendor Performance Summary

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We are writing to provide you with a summary of your performance as our vendor for the period of [Insert Period]. This evaluation is based on various criteria essential for our partnership.

Performance Criteria

1. Quality of Products/Services: [Insert Evaluation]
2. Delivery Timeliness: [Insert Evaluation]
3. Customer Service: [Insert Evaluation]
4. Pricing Competitiveness: [Insert Evaluation]

Overall Evaluation

[Insert Overall Comments on Performance]

Recommendations

- [Insert Recommendation 1]
- [Insert Recommendation 2]
- [Insert Recommendation 3]

We appreciate your efforts and collaboration, and we look forward to continued success together.

Sincerely,

[Your Name]

[Your Title]

[Your Company]