

Vendor Performance Feedback

Date: [Insert Date]

To: [Vendor's Name]
[Vendor's Company Name]
[Vendor's Address]

Dear [Vendor's Name],

We appreciate your partnership and the services you have provided to us over the past [time period]. As part of our continuous improvement process, we would like to offer some feedback regarding your performance.

Performance Evaluation

Quality of Service: [Insert comments regarding quality]

Timeliness: [Insert comments regarding timeliness]

Communication: [Insert comments regarding communication]

Overall Satisfaction: [Insert overall satisfaction rating or comments]

Areas for Improvement

[List specific areas where improvement is needed]

Conclusion

We value your contributions and look forward to your continued partnership. Please feel free to reach out if you have any questions or need further clarification on our feedback.

Best regards,

[Your Name]
[Your Job Title]
[Your Company Name]
[Your Contact Information]