

# Vendor Performance Review

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Vendor Performance Review

Dear [Vendor Name],

We are writing to conduct a performance review of our partnership with your company for the period of [Insert Time Period]. The purpose of this review is to assess your performance in areas such as quality, delivery, communication, and customer service.

## Performance Summary

- **Quality:** [Insert feedback on quality]
- **Delivery:** [Insert feedback on delivery timelines]
- **Communication:** [Insert feedback on communication effectiveness]
- **Customer Service:** [Insert feedback on customer service]

## Recommendations for Improvement

[Insert any areas where improvement is needed and suggestions for enhancement]

We appreciate your cooperation and look forward to improving our partnership. Please feel free to reach out if you have any questions or wish to discuss this review further.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]