

Vendor Service Appraisal

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

Dear [Vendor Contact Name],

We would like to take this opportunity to express our appreciation for the services you have provided to us over the past [duration]. Your commitment to quality and professionalism has made a significant impact on our operations.

Service Evaluation

- **Quality of Service:** [Describe the quality of service]
- **Timeliness:** [Comment on timeliness]
- **Communication:** [Evaluate communication skills]
- **Flexibility:** [Discuss flexibility and adaptability]

Based on our evaluation, we are pleased to report that we are very satisfied with your services. We look forward to continuing this successful partnership.

Thank you for your hard work and dedication.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]