

# Vendor Performance Assessment Follow-Up

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We hope this message finds you well. Following our recent vendor performance assessment conducted on [insert date of assessment], we would like to take this opportunity to follow up on the feedback provided.

We appreciate your efforts in addressing the key areas of improvement identified in the assessment. Here are some points we would like to discuss:

- Quality of goods/services
- Timeliness of delivery
- Communication and responsiveness

We would like to schedule a meeting at your earliest convenience to review your progress and discuss any support you might need from our side. Please let us know your available times for the meeting.

Thank you for your continued partnership and commitment to excellence.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]