

# Vendor Performance Evaluation

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Vendor Performance Evaluation Communication

Dear [Vendor Contact Name],

We hope this message finds you well. As part of our commitment to maintaining high standards in our partnerships, we have conducted an evaluation of your performance over the past [insert evaluation period].

## Performance Overview

Overall, your performance has been assessed in the following areas:

- Quality of Products/Services: [Provide details]
- Timeliness of Deliveries: [Provide details]
- Communication: [Provide details]
- Customer Service: [Provide details]

## Strengths

[List specific strengths observed during the evaluation]

## Areas for Improvement

[List specific areas where improvement is needed]

We appreciate your collaboration and look forward to working together to enhance our partnership. Please acknowledge the receipt of this evaluation, and let's arrange a meeting to discuss this further.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]