

Vendor Performance Feedback

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Performance Feedback and Action Plan

Introduction

Dear [Vendor Name],

We appreciate your partnership and the services you provide. After a recent evaluation of your performance, we would like to share our feedback and discuss an action plan to enhance our collaboration.

Performance Feedback

- **Quality of Products/Services:** [Insert feedback]
- **Timeliness:** [Insert feedback]
- **Communication:** [Insert feedback]
- **Overall Satisfaction:** [Insert feedback]

Action Plan

1. Identify areas for improvement based on the feedback above.
2. Set measurable goals for the next evaluation period.
3. Schedule regular check-ins to monitor progress.
4. Implement training or resources to address performance gaps.

Conclusion

We value your contributions and are committed to helping you improve. Please feel free to reach out to discuss this feedback or the action plan in more detail.

Thank you for your attention to these matters.

Best Regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]