

Vendor Performance Review Discussion

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Performance Review Discussion

Dear [Vendor Contact Name],

We hope this message finds you well. We would like to schedule a meeting to discuss the performance of [Vendor Company Name] over the past [time period]. Our goal is to review the outcomes, identify strengths, and discuss areas for improvement.

The proposed date and time for this discussion is [Insert Date and Time]. Please let us know if this works for you or suggest an alternative time that may be more convenient.

We appreciate your ongoing partnership and look forward to working together to enhance our collaboration.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]