

Vendor Performance Quality Assessment

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Subject: Vendor Performance Quality Assessment

Dear [Vendor Contact Name],

We are writing to provide you with a formal assessment of your performance as our vendor over the past [Insert Time Period]. We value our partnership and believe in maintaining transparent communication to ensure continuous improvement.

Performance Criteria

- **Quality of Products/Services:** [Insert Rating and Comments]
- **Timeliness:** [Insert Rating and Comments]
- **Communication:** [Insert Rating and Comments]
- **Responsiveness:** [Insert Rating and Comments]
- **Compliance with Terms:** [Insert Rating and Comments]

Overall Assessment

Overall Rating: [Insert Overall Rating]

Comments: [Insert General Comments]

Areas for Improvement

[Insert Feedback for Improvement]

Next Steps

We would like to schedule a meeting to discuss this assessment in detail. Please let us know your availability for the upcoming week.

Thank you for your attention to this matter. We look forward to your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]