

# Invitation for Vendor Performance Evaluation

Dear [Vendor's Name],

We hope this message finds you well. As part of our ongoing commitment to maintain the highest standards of service and collaboration, we would like to invite you to participate in our Vendor Performance Evaluation.

This evaluation aims to assess the performance of our vendors based on various criteria including quality of service, delivery timelines, and customer support. Your insights are valuable to us and will help in enhancing our partnership.

## Evaluation Details:

- **Date:** [Evaluation Date]
- **Time:** [Start Time] to [End Time]
- **Location:** [Location or Virtual Link]

Please confirm your participation by [RSVP Date]. We appreciate your cooperation and look forward to your valuable feedback.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]