

Vendor Proposal Comparison Analysis

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Vendor Proposal Comparison Analysis

Dear [Recipient Name],

After a thorough review of the vendor proposals received for [Project/Service Name], we have conducted a comparison analysis to evaluate each vendor's offerings, pricing, and overall suitability for our needs.

Summary of Findings

Vendor Name	Proposed Cost	Delivery Timeline	Key Features	Evaluation Score
Vendor A	\$10,000	4 weeks	Feature 1, Feature 2	85%
Vendor B	\$12,000	6 weeks	Feature 1, Feature 3	78%
Vendor C	\$9,000	5 weeks	Feature 2, Feature 4	90%

Recommendations

Based on our analysis, we recommend proceeding with **Vendor C** due to their competitive pricing and high evaluation score. Their delivery timeline is also acceptable for our project needs.

Please let me know if you have any questions or need further information.

Best regards,

[Your Name]

[Your Position]

[Your Company]