

# Supplier Evaluation Comments

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Dear [Supplier Contact Name],

We appreciate your partnership and would like to provide feedback based on our recent evaluation of your services. Below are our comments regarding your performance:

## Evaluation Criteria:

- **Quality of Products:** [Comments on quality]
- **Delivery Timeliness:** [Comments on delivery time]
- **Customer Service:** [Comments on customer service]
- **Pricing:** [Comments on pricing structure]
- **Communication:** [Comments on communication effectiveness]

Overall, we appreciate your efforts in maintaining a good standard and look forward to continuing our collaboration. Please feel free to reach out if you have questions regarding this evaluation.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]