

Vendor Performance Evaluation

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We are conducting our annual Vendor Performance Evaluation and would like to take this opportunity to assess our partnership with your organization. Your performance over the past year is important to us, and your feedback is invaluable in ensuring we are aligned in our goals.

Performance Criteria:

- Quality of Goods/Services
- Delivery Timeliness
- Responsiveness to Inquiries
- Adherence to Contractual Terms
- Overall Customer Service

We request that you provide us with feedback regarding your experiences working with our team and any areas where you feel improvement is needed. Your insights will help us in making informed decisions for our future collaborations.

Please return your responses by [Insert Deadline]. We appreciate your attention to this evaluation and look forward to continuing our partnership.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]