

# Vendor Project Deliverable Assessment

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Project Deliverable Assessment for [Project Name]

Dear [Vendor Name],

We appreciate your efforts in delivering the recent project milestones. This letter serves to assess the deliverables provided as part of the [Project Name]. Below are our evaluation criteria and findings:

## Assessment Criteria

- Quality of Deliverable
- Timeliness of Delivery
- Compliance with Specifications
- Overall Performance

## Findings

1. **Quality of Deliverable:** [Assessment Result]
2. **Timeliness of Delivery:** [Assessment Result]
3. **Compliance with Specifications:** [Assessment Result]
4. **Overall Performance:** [Assessment Result]

Overall, we appreciate the work done so far, but there are areas that require improvement. We expect that the feedback provided will be addressed in the upcoming phases of the project.

Please feel free to reach out if you have any questions or need further clarification on our assessment.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]