

Vendor Satisfaction Bonus Assessment

Date: [Insert Date]

To: [Vendor's Name]

From: [Your Company's Name]

Dear [Vendor's Name],

We are pleased to inform you about our Vendor Satisfaction Bonus Assessment for the year [Insert Year]. This initiative reflects our appreciation for our valued vendors and their contribution to our mutual success.

The assessment criteria include:

- Quality of Products/Services
- Timeliness of Deliveries
- Customer Service and Support
- Overall Communication
- Innovation and Improvement

After evaluating the above criteria, we are excited to announce that you qualify for a satisfaction bonus of [Insert Amount]. This bonus is a testament to your dedication and exceptional service.

We look forward to continuing our successful partnership and are eager to achieve new milestones together. Please feel free to reach out if you have any questions or need further clarification.

Thank you for your ongoing commitment to excellence.

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]

[Your Contact Information]