

Vendor Performance Assessment

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

Subject: Vendor Performance Assessment for [Period]

We hope this letter finds you well. As part of our ongoing vendor management process, we are conducting a performance assessment for the period of [Insert Period]. This evaluation aims to ensure adherence to our standards and to identify areas for improvement and collaboration.

Performance Criteria

- **Quality of Products/Services:** [Brief assessment]
- **Timeliness of Deliveries:** [Brief assessment]
- **Communication and Support:** [Brief assessment]
- **Compliance with Contractual Obligations:** [Brief assessment]
- **Pricing Competitiveness:** [Brief assessment]

We appreciate your efforts and would like to discuss the results in further detail. Kindly confirm your availability for a meeting on [Insert Meeting Date and Time].

Thank you for your attention to this matter. We look forward to our continued partnership.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]