

Vendor Service Appraisal

Date: [Insert Date]

[Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

We appreciate your continued partnership and would like to take a moment to evaluate the services you have been providing us.

Overall, we have observed the following aspects of your service:

- Quality of Service: [Provide details]
- Timeliness: [Provide details]
- Communication: [Provide details]
- Cost-Effectiveness: [Provide details]

Based on these observations, we would rate your services as follows:

- Quality of Service: [Rating]
- Timeliness: [Rating]
- Communication: [Rating]
- Cost-Effectiveness: [Rating]

We value our relationship and look forward to working with you to improve even further in the coming months.

Thank you for your attention to this appraisal. Should you have any questions or need further clarification, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]