

Vendor Evaluation Process Notice

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Notice of Vendor Evaluation Process

Dear [Vendor Contact Name],

We are reaching out to inform you that [Your Company Name] will be conducting a vendor evaluation process to assess the performance and capabilities of our current vendors. This evaluation plays a crucial role in ensuring that we maintain a high standard of service and quality in our supply chain.

The evaluation process will take place from [Start Date] to [End Date]. During this period, we will be reviewing various aspects of your service, including but not limited to:

- Quality of Products/Services
- Timeliness of Deliveries
- Customer Support
- Pricing and Payment Terms

We kindly ask you to provide any relevant documentation or information that may assist us in this evaluation process by [Submission Deadline]. Your cooperation and prompt response are greatly appreciated.

If you have any questions or require further clarification, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]