

Vendor Review Checklist Reminder

Dear [Vendor Name],

This is a friendly reminder to complete your vendor review checklist. Please ensure that all sections are filled out thoroughly to help us assess your performance effectively.

Checklist Items:

- Quality of Products/Services
- Delivery Timeliness
- Customer Support
- Compliance with Contracts
- Feedback and Suggestions

Please submit the completed checklist by [Due Date]. Your cooperation is greatly appreciated.

Thank you,
[Your Name]
[Your Job Title]
[Your Company Name]