

Vendor Performance Assessment

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Person],

We are writing to provide you with an assessment of your performance as a vendor for [Company Name] for the period of [Insert Time Frame]. This evaluation is crucial for maintaining our standards and ensuring that we continue to meet our business objectives.

Performance Criteria

- **Quality of Products/Services:** [Brief Assessment]
- **Timeliness of Deliveries:** [Brief Assessment]
- **Customer Service:** [Brief Assessment]
- **Cost Effectiveness:** [Brief Assessment]

Strengths

[Highlight key strengths and positive contributions of the vendor]

Areas for Improvement

[Outline specific areas where improvement is needed]

Future Expectations

[State expectations for future performance and any changes in requirements]

We appreciate your continued partnership and look forward to seeing improvements in the areas mentioned. Please feel free to reach out should you have any questions or need further clarification.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Company Name]
[Contact Information]