

# Vendor Service Appraisal

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We are writing to express our appreciation for the services you have provided over the past [duration]. It is important for us to evaluate the performance of our vendors to ensure a mutually beneficial relationship.

## Evaluation Criteria

- Quality of Service: [Insert Rating/Comments]
- Timeliness: [Insert Rating/Comments]
- Communication: [Insert Rating/Comments]
- Cost Efficiency: [Insert Rating/Comments]
- Overall Satisfaction: [Insert Rating/Comments]

Based on our evaluation, we appreciate your [specific positive feedback]. However, we urge you to improve in the areas of [specific areas for improvement], as it will enhance our collaborative efforts.

Thank you for your continued partnership. We look forward to your response and hope to discuss any necessary adjustments to further our collaboration.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]