

Vendor Work Quality Assessment

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Dear [Vendor Name],

We would like to take this opportunity to assess the quality of work provided by your team during the recent project [Project Name/Description]. Our goal is to ensure that our collaboration meets our standards and expectations.

Assessment Criteria

- Quality of Work
- Timeliness of Delivery
- Communication
- Problem Solving
- Adherence to Specifications

Evaluation

Based on our assessment, we have rated your performance in the following areas:

Criteria	Rating (1-5)	Comments
Quality of Work	[Insert Rating]	[Insert Comments]
Timeliness of Delivery	[Insert Rating]	[Insert Comments]
Communication	[Insert Rating]	[Insert Comments]
Problem Solving	[Insert Rating]	[Insert Comments]
Adherence to Specifications	[Insert Rating]	[Insert Comments]

Overall Comments

[Insert Overall Comments about performance and areas of improvement]

Thank you for your continued partnership. We appreciate your attention to this feedback and look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]