

Vendor Service Evaluation

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Vendor Service Evaluation

Dear [Vendor Contact Name],

We appreciate the services you have provided to our company over the past [duration]. In order to ensure a continual improvement in the quality of service we receive, we would like to evaluate your performance based on several key criteria.

Evaluation Criteria

- Quality of Service
- Timeliness of Deliveries
- Communication and Responsiveness
- Compliance with Contract Terms
- Overall Satisfaction

Feedback Section

1. Quality of Service: [Your Comments]
2. Timeliness of Deliveries: [Your Comments]
3. Communication and Responsiveness: [Your Comments]
4. Compliance with Contract Terms: [Your Comments]
5. Overall Satisfaction: [Your Comments]

Thank you for your attention to this matter. We look forward to your continued partnership and improvement in the areas highlighted.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]