

Vendor Performance Evaluation Request

Date: [Insert Date]

To: [Vendor's Name]

[Vendor's Address]

Dear [Vendor's Contact Name],

We hope this message finds you well. As part of our ongoing commitment to quality and service improvement, we are conducting a performance evaluation of our vendors.

We kindly request your assistance in completing the attached performance evaluation form. Your feedback is vital in helping us assess our partnership and identify areas for improvement.

Please submit the completed form by [Insert Deadline Date]. If you have any questions or need further clarification, feel free to reach out to us.

Thank you for your cooperation and continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]