

# Annual Vendor Assessment

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We hope this letter finds you well. As part of our commitment to maintaining high standards and fostering strong relationships with our vendors, we conduct an annual assessment of all our suppliers.

This assessment aims to evaluate various aspects of your performance, including quality, delivery, pricing, customer service, and compliance with our contractual obligations. Your feedback is crucial to this process, and we request your cooperation in providing the necessary information.

Please complete the attached assessment form and return it by [Insert Deadline]. Your prompt response will help us continue to work together effectively and identify any areas for improvement.

Thank you for your attention to this matter. We appreciate your partnership and look forward to your continued support.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Contact Information]