

Vendor Partnership Evaluation

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We are writing to conduct our annual evaluation of our partnership with [Vendor Name]. This assessment will help us understand the strengths of our collaboration and identify opportunities for improvement.

Evaluation Criteria

- Quality of Products/Services
- Timeliness of Deliveries
- Customer Service Support
- Pricing Competitiveness
- Overall Communication

We kindly request that you provide feedback on the above criteria by [Insert Response Deadline]. Your insights are valuable in building a stronger partnership.

Thank you for your continued cooperation. We look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]