

# Vendor Performance Evaluation

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

Dear [Vendor Contact Name],

We appreciate your continued partnership and would like to take this opportunity to evaluate your performance as our vendor.

## Evaluation Criteria

- Quality of Products/Services: [Insert Rating]
- Timeliness of Deliveries: [Insert Rating]
- Communication and Responsiveness: [Insert Rating]
- Pricing Competitiveness: [Insert Rating]
- Compliance with Contracts: [Insert Rating]

Overall Score: [Insert Overall Score]

## Strengths

[List strengths observed during the evaluation]

## Areas for Improvement

[List areas where improvements can be made]

We value your contributions and look forward to continuing our partnership. Please do not hesitate to reach out if you have any questions or need further clarification regarding this evaluation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]