

Comparative Vendor Performance Assessment

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Comparative Vendor Performance Assessment

Dear [Vendor Name],

We hope this message finds you well. As part of our ongoing evaluation of vendor performance, we have conducted a comparative assessment of all our suppliers, including your services/products over the last [insert time period].

Performance Metrics

Criteria	Your Score	Average Score	Rank
Quality of Products/Services	[Your Score]	[Average Score]	[Rank]
Delivery Timeliness	[Your Score]	[Average Score]	[Rank]
Customer Service	[Your Score]	[Average Score]	[Rank]
Pricing Competitiveness	[Your Score]	[Average Score]	[Rank]

Your performance in the following areas stands out: [list strengths]. However, we have also identified opportunities for improvement, including [list areas for improvement].

We appreciate your partnership and look forward to working together to enhance our collaboration. Please feel free to reach out with any questions or for further clarification.

Thank you,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]