

# Annual Vendor Performance Summary

Date: [Date]

To: [Vendor Name]

From: [Your Name]

Company: [Your Company Name]

Subject: Annual Vendor Performance Summary for [Year]

## Introduction

Dear [Vendor Name],

We appreciate the partnership we have cultivated over the past year. This letter serves as a summary of your performance as our vendor for the year [Year].

## Key Performance Indicators

- **Quality of Products/Services:** [Details]
- **Delivery Timeliness:** [Details]
- **Customer Service:** [Details]
- **Pricing:** [Details]

## Performance Highlights

[Highlight notable achievements and areas of success in partnership]

## Areas for Improvement

[Discuss areas where performance could improve]

## Conclusion

We value your contributions and look forward to continuing our relationship in the upcoming year. Let's work together to enhance our performance further.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]  
[Contact Information]