

# Vendor Annual Performance Review

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We appreciate your partnership and the services you have provided over the past year. As part of our commitment to continuous improvement, we conduct an annual performance review of all our vendors.

## Performance Metrics:

- Quality of Products/Services: [Insert Rating]
- Timeliness of Deliveries: [Insert Rating]
- Customer Service: [Insert Rating]
- Pricing Competitiveness: [Insert Rating]

## Strengths:

[List strengths observed during the review period]

## Areas for Improvement:

[List areas where improvements are needed]

We value your contributions and look forward to discussing this review in more detail. Please feel free to reach out if you have any questions or require further clarification.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]