

Vendor Merit Evaluation

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Vendor Merit Evaluation Result

Dear [Vendor Contact Name],

We are writing to inform you of the results of our recent Vendor Merit Evaluation conducted on [Insert Evaluation Date]. This evaluation aimed to assess your performance based on various criteria that are important to our partnership.

Evaluation Criteria

- Quality of Products/Services
- Timeliness of Deliveries
- Customer Service
- Pricing Competitiveness
- Compliance with Agreements

Performance Ratings

Your performance has been rated as follows:

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

Overall, your total score is: [Insert Total Score]. This reflects [Insert Summary of Performance].

We appreciate your efforts and look forward to continuing our partnership. Please feel free to reach out if you have any questions or require further clarification regarding this evaluation.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]
[Your Contact Information]