

Vendor Performance Analysis

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We appreciate your partnership and value the services you provide. As part of our continuous improvement process, we have conducted a Vendor Performance Analysis for the period of [Insert Time Period]. Below are the key findings:

Performance Metrics

- Delivery Timeliness: [Insert Rating/Comments]
- Quality of Products/Services: [Insert Rating/Comments]
- Communication: [Insert Rating/Comments]
- Cost Efficiency: [Insert Rating/Comments]

Strengths

[Highlight specific strengths observed during the analysis]

Areas for Improvement

[Highlight areas where improvements are needed]

We believe that addressing the identified areas will enhance our collaboration and mutual success. Please let us know a convenient time for a meeting to discuss this feedback and our expectations moving forward.

Thank you for your attention to these matters. We look forward to your response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]