

Vendor Performance Assessment

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We are writing to inform you of the outcome of our recent vendor performance assessment conducted for the period of [Insert Assessment Period]. This evaluation is an integral part of our commitment to maintaining high standards in our supply chain and ensuring that our vendors align with our business objectives.

Performance Metrics

- **Quality of Products/Services:** [Insert Rating/Comments]
- **Delivery Timeliness:** [Insert Rating/Comments]
- **Customer Service:** [Insert Rating/Comments]
- **Pricing Competitiveness:** [Insert Rating/Comments]
- **Compliance with Contractual Terms:** [Insert Rating/Comments]

Overall Assessment

[Insert Summary of Overall Performance]

Areas for Improvement

[Insert Areas where Improvement is Needed]

Next Steps

We would appreciate your feedback on this assessment and any actions you plan to take to address the areas identified. Please feel free to reach out to us by [Insert Deadline for Response].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]