

# Vendor Accountability Evaluation Request

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We are reaching out to request a comprehensive evaluation of your services and performance as our vendor. As part of our ongoing commitment to quality assurance and continuous improvement, we believe it is essential to assess our partnerships regularly.

Please provide us with the following information:

- Overview of services provided
- Performance metrics for the past [time frame]
- Client testimonials or case studies
- Details of any challenges faced and how they were addressed
- Future plans for improvement and collaboration

We would appreciate your response by [insert deadline] to allow us ample time for our evaluation process. If you have any questions or require further clarification, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]