

# Vendor Compliance Performance Assessment Notice

Date: [Insert Date]

Vendor Name: [Insert Vendor Name]

Vendor Address: [Insert Vendor Address]

Dear [Vendor Contact Name],

We are writing to inform you of the results of the recent compliance performance assessment conducted on [Insert Date of Assessment]. This assessment is part of our ongoing commitment to ensure that all vendors adhere to our standards and contractual obligations.

The following key performance indicators were evaluated:

- Delivery Timeliness
- Product Quality
- Customer Service
- Compliance with Regulatory Standards

Based on the assessment results:

- Delivery Timeliness: [Insert Rating]
- Product Quality: [Insert Rating]
- Customer Service: [Insert Rating]
- Compliance with Regulatory Standards: [Insert Rating]

Overall Compliance Performance Rating: [Insert Overall Rating]

We appreciate your efforts and dedication to maintaining compliance. However, we have identified areas that need improvement. We kindly request that you submit an action plan detailing how you intend to address these areas by [Insert Deadline Date].

Thank you for your attention to this important matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]