

# Vendor Performance Assessment Inquiry

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

Dear [Vendor Contact Name],

We hope this message finds you well. As part of our commitment to maintaining high standards in our partnerships, we conduct periodic assessments of our vendors' performance.

We request your cooperation in completing the attached performance assessment questionnaire by [insert due date]. Your feedback is invaluable in helping us evaluate your services and make any necessary improvements to our collaboration.

Please feel free to reach out if you have any questions about the assessment process. We appreciate your attention to this matter and look forward to your prompt response.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]