

Bi-Annual Vendor Assessment Notification

Date: [Insert Date]

Dear [Vendor's Name],

We hope this message finds you well. As part of our commitment to maintaining strong partnerships and ensuring quality standards, we are conducting our bi-annual vendor assessment.

This assessment will evaluate various aspects of your service and performance over the past six months, including:

- Quality of Products/Services
- Timeliness of Deliveries
- Customer Support and Communication
- Compliance with Agreements

Please fill out the attached assessment form and return it to us by [Insert Deadline]. Your feedback is invaluable to us, and we appreciate your cooperation in this process.

If you have any questions or need further clarification, feel free to reach out to us.

Thank you for your attention and collaboration.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]