

# Vendor Performance Assessment Letter

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

## Subject: Vendor Performance Assessment Criteria

Dear [Vendor Contact Name],

As part of our ongoing commitment to quality and improvement, we are implementing a vendor performance assessment process. This will help us evaluate our partnership and ensure we meet the highest standards of service.

### Assessment Criteria:

- **Quality of Products/Services:** Assessment of the quality of goods or services provided.
- **Delivery Timeliness:** Evaluation of adherence to agreed delivery schedules.
- **Communication:** Assessment of responsiveness and clarity in communication.
- **Pricing Competitiveness:** Evaluation of pricing structures against market standards.
- **Innovation:** Assessment of vendor's ability to offer innovative solutions.
- **Compliance:** Review of adherence to contractual obligations and regulatory requirements.

Please ensure your team is prepared for this assessment. We appreciate your cooperation and look forward to our continued partnership.

Best Regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]