

# Vendor Performance Rating Feedback

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We would like to take this opportunity to provide you with feedback on your performance as our vendor for the period of [Insert Time Frame]. We appreciate your partnership and value the contributions you have made to our business.

## Performance Rating Summary

- **Quality of Products/Services:** [Rating/Comments]
- **Timeliness of Delivery:** [Rating/Comments]
- **Customer Service:** [Rating/Comments]
- **Pricing Competitiveness:** [Rating/Comments]
- **Overall Satisfaction:** [Rating/Comments]

Overall, we would rate your performance as [Overall Rating]. We encourage you to continue the good work and take into account the areas mentioned that could use improvement.

If you have any questions regarding this feedback or wish to discuss further, please feel free to contact us at [Your Contact Information].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Contact Information]