

Vendor Performance Summary Report

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Vendor Performance Summary Report

Overview

This report summarizes the performance of [Vendor Name] for the period of [Start Date] to [End Date].

Key Performance Indicators (KPIs)

- Delivery Timeliness: [Percentage]
- Quality of Goods/Services: [Rating]
- Compliance with Terms: [Rating]
- Customer Service: [Rating]

Strengths

[List strengths related to vendor performance]

Areas for Improvement

[List areas where the vendor can improve]

Conclusion

We appreciate the efforts made by [Vendor Name] and look forward to continued collaboration. Please address the noted areas for improvement at your earliest convenience.

Contact Information

If you have any questions regarding this report, please contact [Your Name] at [Your Email] or [Your Phone Number].

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]