

# Vendor Relationship Performance Appraisal

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Performance Appraisal of Our Partnership

Dear [Vendor Name],

We hope this message finds you well. As part of our commitment to continual improvement and effective partnerships, we have conducted a performance appraisal of our relationship with your company for the past [insert time period].

## Performance Metrics

- **Quality of Service:** [Insert feedback]
- **Timeliness:** [Insert feedback]
- **Communication:** [Insert feedback]
- **Value for Money:** [Insert feedback]

## Strengths

[Insert strengths observed in the vendor's services]

## Areas for Improvement

[Insert areas where the vendor could improve]

## Conclusion

We value our partnership and appreciate your efforts thus far. We believe that with mutual collaboration and feedback, we can achieve even greater success together.

Looking forward to your thoughts on this appraisal.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]