

Vendor Service Quality Evaluation

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Date]

To:

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Subject: Service Quality Evaluation

Dear [Vendor Contact Name],

We hope this message finds you well. As part of our ongoing commitment to excellence, we have conducted a thorough evaluation of the services provided by your company over the past [time period]. We appreciate the effort and resources your team has dedicated to our partnership.

Evaluation Criteria

- Service Delivery Timeliness
- Product Quality
- Customer Support
- Communication and Responsiveness
- Overall Satisfaction

Findings

Overall, we were pleased with the following aspects:

- [Positive Feedback 1]
- [Positive Feedback 2]

- [Positive Feedback 3]

However, we also noted some areas for improvement:

- [Area for Improvement 1]
- [Area for Improvement 2]
- [Area for Improvement 3]

We value your partnership and believe that addressing these areas will lead to enhanced service quality. We encourage open communication, so please feel free to reach out if you would like to discuss these findings further.

Thank you for your attention to this matter. We look forward to continuing our successful collaboration.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]