

Vendor Quality Assurance Performance Report

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Quality Assurance Performance Report

Introduction

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

Performance Metrics

Metric	Target	Actual	Comments
On-Time Delivery	95%	[Actual Percentage]	[Comments]
Defect Rate	< 2%	[Actual Percentage]	[Comments]
Compliance with Specifications	100%	[Actual Percentage]	[Comments]

Summary of Findings

[Summary of the vendor's performance, strengths, and areas for improvement]

Recommendations

[Recommendations for improvement and actions to be taken]

Conclusion

We value our partnership with [Vendor Name] and look forward to working together to enhance our quality assurance efforts.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]