

Vendor Quality Performance Assessment

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Quality Performance Assessment

Dear [Vendor Contact Name],

We hope this message finds you well. As part of our ongoing commitment to quality and continuous improvement, we have conducted a performance assessment of our vendors. We value our partnership with you and would like to share the findings related to your product/service quality.

Assessment Overview

- **Quality Metrics:** [Insert specific metrics used for assessment]
- **Performance Rating:** [Insert performance rating]
- **Feedback:** [Insert summary of feedback]

Areas of Strength

[Highlight areas where the vendor performed well]

Opportunities for Improvement

[Suggest areas for improvement]

Next Steps

We encourage open communication to address any challenges and to explore ways to enhance our collaboration. A meeting can be scheduled to discuss this assessment in detail if desired.

Thank you for your continued support and partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]