

Date: [Insert Date]

To: [Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Contact Name],

We hope this message finds you well. As part of our ongoing efforts to assess and improve our partnerships, we would like to formally request your participation in a vendor performance assessment.

The purpose of this assessment is to evaluate the efficiency and effectiveness of your services/products in relation to our expectations and goals. Your feedback will be invaluable in helping us maintain a high standard of quality in our operations.

Please complete the attached questionnaire by [Insert Due Date]. Your input will be kept confidential and will only be used for internal assessments.

Thank you for your attention to this matter. We appreciate your continued cooperation and look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]

[Your Contact Information]