

Vendor Appraisal Conclusion

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

Subject: Conclusion of Vendor Appraisal

We are pleased to inform you that the appraisal of your services has been concluded. After a thorough review of your performance, we have reached the following conclusions:

Overall Assessment

We have assessed your company based on various criteria including quality of goods, adherence to delivery schedules, and customer service. The overall performance rating is [insert rating].

Strengths

- [Strength 1]
- [Strength 2]
- [Strength 3]

Areas for Improvement

- [Improvement Area 1]
- [Improvement Area 2]

We appreciate your efforts and contributions to our organization. We look forward to a continued partnership and are open to discussing the findings and any action plans moving forward.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]