

Vendor Evaluation Feedback

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Name],

We appreciate your partnership and the services you have provided. Following our recent evaluation, we would like to share our feedback regarding your performance:

Evaluation Criteria:

- Quality of Service: [Rating/Comments]
- Timeliness of Delivery: [Rating/Comments]
- Communication: [Rating/Comments]
- Pricing: [Rating/Comments]
- Overall Experience: [Rating/Comments]

Overall, we value our collaboration and recommend continuing to improve in the areas mentioned. We look forward to your response and any plans you have to address these points.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]