

Vendor Evaluation Results Notification

Date: [Insert Date]

Vendor Name: [Insert Vendor Name]

Vendor Address: [Insert Vendor Address]

Dear [Vendor Contact Name],

We are writing to inform you about the results of our recent vendor evaluation process. We appreciate your partnership and the opportunity to assess your services.

Evaluation Summary

- **Quality of Products/Services:** [Insert Rating]
- **Delivery Timeliness:** [Insert Rating]
- **Customer Support:** [Insert Rating]
- **Price Competitiveness:** [Insert Rating]

Your overall evaluation score is [Insert Overall Score].

We value your contributions and look forward to discussing this evaluation further. Please feel free to reach out if you have any questions or need clarification on specific areas.

Thank you for your cooperation and continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]