

# Vendor Performance Analysis Summary

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Summary of Vendor Performance Analysis

## Introduction

Dear [Vendor Name],

We appreciate your partnership and would like to share the results of our recent performance analysis regarding the services/products provided by your company.

## Key Performance Indicators

- Delivery Timeliness: [Insert Score/Comments]
- Quality of Products/Services: [Insert Score/Comments]
- Customer Support: [Insert Score/Comments]
- Adherence to Contracts: [Insert Score/Comments]

## Strengths

[Discuss specific strengths observed during the analysis]

## Areas for Improvement

[Discuss areas where improvement is needed]

## Conclusion

We value our relationship and hope to work collaboratively towards addressing the areas for improvement while continuing to build on the strengths. Please feel free to reach out if you have any questions or comments.

Best Regards,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]