

# Vendor Performance Measurement Report

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Vendor Performance Evaluation

**Dear [Vendor Name],**

We appreciate your continuous partnership and would like to share the results of our recent vendor performance measurement review. This report will provide insights into your performance in various key areas.

## Performance Metrics

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

## Strengths

[Mention specific strengths identified during the evaluation]

## Areas for Improvement

[Mention specific areas where improvement is needed]

## Action Plan

[Outline any agreed-upon action steps for improvement]

## Conclusion

We value our partnership and look forward to enhancing our collaboration. Please feel free to reach out if you have any questions regarding this report.

Best Regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]