

Vendor Performance Metrics Review

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Dear [Vendor Contact Name],

We are conducting a review of the performance metrics related to our partnership. We appreciate your collaboration and would like to discuss the following key areas:

Performance Metrics Overview

- Delivery Timeliness
- Quality of Products/Services
- Customer Service Responsiveness
- Compliance with Contract Terms

Performance Summary

Over the past [insert time frame], we have observed the following:

- Delivery Timeliness: [Insert feedback]
- Quality of Products/Services: [Insert feedback]
- Customer Service Responsiveness: [Insert feedback]
- Compliance with Contract Terms: [Insert feedback]

Conclusion and Next Steps

We value your contributions and look forward to discussing these metrics in detail. Please let us know your available dates for a meeting within the next two weeks.

Thank you for your attention to this important review process.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]