

Vendor Performance Review Findings

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Dear [Vendor Contact Name],

We would like to take this opportunity to share our findings from the recent performance review conducted for your services as a vendor for [Your Company Name]. The evaluation was based on the following criteria:

- Quality of Service
- Timeliness of Delivery
- Communication and Responsiveness
- Compliance with Contractual Terms

Summary of Findings

1. Quality of Service: [Insert findings]

2. Timeliness of Delivery: [Insert findings]

3. Communication and Responsiveness: [Insert findings]

4. Compliance with Contractual Terms: [Insert findings]

Recommendations

Based on our review, we recommend the following improvements:

- [Recommendation 1]
- [Recommendation 2]
- [Recommendation 3]

We appreciate your efforts and dedication thus far, and we look forward to collaborating with you for enhanced performance moving forward.

Thank you for your attention to these matters.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]