

Vendor Performance Scorecard

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Introduction

Dear [Vendor Contact Name],

We appreciate your partnership and would like to present the performance scorecard for [Time Period]. This scorecard provides an overview of your performance in critical areas.

Scorecard Overview

Performance Criteria	Score	Comments
Quality of Products/Services	[Score]	[Comments]
Timeliness of Deliveries	[Score]	[Comments]
Customer Service	[Score]	[Comments]
Compliance with Contracts	[Score]	[Comments]
Cost Effectiveness	[Score]	[Comments]

Conclusion

We value your contributions and look forward to working together to improve these scores. Should you have any questions or require additional feedback, please feel free to reach out.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]