

Vendor Quality Assessment Results

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Quality Assessment Results

Dear [Vendor Contact Name],

We appreciate your ongoing partnership and commitment to quality. This letter serves to inform you of the results from our recent quality assessment conducted on [insert date of assessment].

Assessment Overview

The assessment focused on the following criteria:

- Product Quality
- Timeliness of Delivery
- Compliance with Specifications
- Customer Service

Results Summary

Overall Score: [Insert Overall Score]

- Product Quality: [Score]
- Timeliness of Delivery: [Score]
- Compliance with Specifications: [Score]
- Customer Service: [Score]

Comments

[Insert any specific comments or feedback regarding the assessment]

Action Items

Based on the assessment results, we recommend the following actions:

- [Action Item 1]
- [Action Item 2]

Thank you for your attention to these matters. We look forward to your response and continued collaboration.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]