

Vendor Assessment Feedback

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Name],

We appreciate your recent participation in our vendor assessment process. This feedback aims to provide insights into your performance and areas for improvement.

Assessment Overview

Your overall assessment score is: **[Overall Score]**

Strengths

- [Strength 1]
- [Strength 2]
- [Strength 3]

Areas for Improvement

- [Improvement Area 1]
- [Improvement Area 2]
- [Improvement Area 3]

We encourage you to address the areas for improvement and look forward to seeing your progress in our future assessments.

Thank you for your continued partnership.

Sincerely,

[Your Name]
[Your Position]
[Your Company]