

Vendor Evaluation Feedback

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Vendor Evaluation Feedback

Dear [Vendor Name],

We appreciate your efforts in supplying us with [Products/Services] over the past [Duration]. After a thorough evaluation of your performance, we would like to provide you with some feedback:

Evaluation Criteria

- **Quality of Products/Services:** [Feedback on quality]
- **Timeliness:** [Feedback on delivery times]
- **Communication:** [Feedback on responsiveness]
- **Pricing:** [Feedback on pricing competitiveness]
- **Overall Satisfaction:** [Your overall impression]

Based on our evaluation, we would like to highlight the following strengths: [List strengths].

On the other hand, we have identified some areas for improvement: [List areas for improvement].

We value our partnership and look forward to your continuous improvement in the mentioned areas. Please feel free to reach out if you have any questions or need further clarification on our feedback.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Contact Information]