

Vendor Performance Analysis

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Subject: Vendor Performance Analysis Report

Dear [Vendor Contact Name],

We hope this message finds you well. We are writing to share our analysis of your performance as a vendor over the past [insert timeframe, e.g., quarter/year]. This evaluation is a crucial part of our ongoing partnership and helps ensure that we are aligned in our business goals.

Performance Metrics

- **On-time Delivery Rate:** [X%]
- **Quality of Goods/Services Provided:** [X/10]
- **Responsiveness to Inquiries:** [X/10]
- **Adherence to Contracts:** [Y%]

Highlights

[Briefly describe any positive aspects of the vendor's performance]

Areas for Improvement

[Briefly describe any concerns or areas for improvement]

Next Steps

We would appreciate the opportunity to discuss this analysis further. Please let us know your availability for a meeting within the next few weeks.

Thank you for your continued partnership. We look forward to your response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]