

# Vendor Performance Appraisal

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Dear [Vendor Contact Name],

We are writing to provide you with feedback regarding our recent partnership and the performance of your services based on our evaluation period from [Insert Start Date] to [Insert End Date]. We appreciate your effort and commitment to meeting our business needs.

## Performance Metrics

- Quality of Product/Service: [Rating/Comments]
- Timeliness of Deliveries: [Rating/Comments]
- Customer Service Response: [Rating/Comments]
- Compliance with Contract Terms: [Rating/Comments]

## Strengths

[List specific strengths observed during the appraisal period]

## Areas for Improvement

[List specific areas for improvement identified during the appraisal period]

## Conclusion

We value your partnership and encourage you to address the identified areas for improvement. We look forward to working together to achieve our mutual goals.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]