

Annual Vendor Evaluation Session Invitation

Dear [Vendor's Name],

We are pleased to invite you to our Annual Vendor Evaluation Session scheduled for [Date] at [Location/Platform]. This session aims to review our partnership and assess performance over the past year.

Agenda:

- Introduction
- Performance Metrics Review
- Feedback and Discussion
- Future Goals and Expectations
- Q&A Session

Please confirm your attendance by [RSVP Deadline]. We value your contributions and look forward to our continued collaboration.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]