

Annual Vendor Performance Assessment

Date: [Insert Date]

Vendor Name: [Insert Vendor Name]

Vendor Address: [Insert Vendor Address]

Dear [Vendor Contact Name],

As part of our commitment to maintaining high standards in our supply chain, we conduct an Annual Vendor Performance Assessment to review and evaluate the performance of all our vendors. This process helps us identify strengths, areas for improvement, and ensure alignment with our organizational goals.

Assessment Criteria

- Quality of Products/Services
- On-time Delivery
- Customer Service
- Pricing
- Compliance with Agreements

Please provide feedback and any supporting documentation regarding your performance in the above areas by [Insert Deadline]. Your cooperation is crucial for us to complete this assessment effectively.

We value our partnership and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]