

Vendor Contract Evaluation

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Vendor Contract Evaluation

Dear [Vendor Name],

We are writing to evaluate our current contract with [Vendor Name] dated [Contract Start Date]. As part of our ongoing commitment to maintaining strong vendor relationships, we would like to gather feedback regarding your performance in the following areas:

1. Quality of Products/Services
2. Timeliness of Deliveries
3. Customer Support and Communication
4. Compliance with Contract Terms
5. Innovations and Improvements

We kindly request you to provide your insights on each of these areas by [Response Due Date]. This feedback will be instrumental in our evaluation process and future decision-making.

Thank you for your cooperation and support.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]