

Vendor Assessment Summary

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Vendor Assessment Summary

Overview

This document summarizes the assessment results of [Vendor Name] for the period of [Insert Period].

Assessment Criteria

- Quality of Products/Services
- Timeliness of Delivery
- Customer Support
- Pricing Competitiveness
- Compliance with Contracts

Assessment Outcomes

Criteria	Rating (1-5)	Comments
Quality of Products/Services	[Rating]	[Comments]
Timeliness of Delivery	[Rating]	[Comments]
Customer Support	[Rating]	[Comments]
Pricing Competitiveness	[Rating]	[Comments]
Compliance with Contracts	[Rating]	[Comments]

Recommendations

[Insert recommendations based on assessment outcomes]

Conclusion

We appreciate your ongoing partnership and look forward to future collaborations.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]