

# Vendor Performance Review Template

Date: **[Insert Date]**

To: **[Vendor Name]**

From: **[Your Company Name]**

Subject: Vendor Performance Review

Dear [Vendor Name],

We appreciate the services and products that you have provided to us over the past [timeframe]. As part of our commitment to maintaining high standards and fostering beneficial partnerships, we conduct regular performance reviews. We would like to take this opportunity to evaluate our experience with your services/products.

## Performance Criteria

- Quality of Products/Services
- Timeliness of Deliveries
- Communication Effectiveness
- Customer Service
- Overall Satisfaction

## Review Summary

Based on our assessment, we have identified the following strengths and areas for improvement:

### Strengths:

- [Strength 1]
- [Strength 2]

### Areas for Improvement:

- [Area for Improvement 1]
- [Area for Improvement 2]

We would like to schedule a meeting to discuss this review in detail and explore opportunities for enhancement in our collaboration. Please let us know your availability in the coming weeks.

Thank you for your attention to this matter. We look forward to improving our partnership.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]