

# Vendor Service Quality Evaluation

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We are writing to conduct a service quality evaluation of your services provided to our organization. Your performance is crucial to our operations, and we appreciate your efforts.

## Evaluation Criteria

- Timeliness of Service Delivery
- Quality of Products/Services
- Communication and Responsiveness
- Compliance with Contract Terms
- Problem Resolution Effectiveness

## Evaluation Scale

Please rate the services from 1 (Poor) to 5 (Excellent).

## Feedback

Your comments are highly valued. Please provide any additional feedback or suggestions for improvement:

Thank you for your cooperation and continuous improvement efforts. We look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]