

Contractor Performance Quality Assessment

Date: [Insert Date]

To: [Contractor's Name]

Address: [Contractor's Address]

Dear [Contractor's Name],

Subject: Performance Quality Assessment for [Project Name/Description]

We appreciate your efforts in contributing to the [Project Name] project. This letter serves as an official assessment of your performance regarding quality and adherence to contractual obligations. Below are the evaluation criteria and corresponding feedback:

Assessment Criteria

- **Quality of Work:** [Comments]
- **Timeliness:** [Comments]
- **Compliance with Specifications:** [Comments]
- **Communication:** [Comments]
- **Safety Standards:** [Comments]

Overall Assessment: [Insert Overall Comments]

We encourage you to review this assessment and provide any feedback or clarifications if necessary. Our goal is to foster continuous improvement and ensure successful outcomes for all parties involved.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]