

# Contractor Evaluation Letter

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Contractor's Name]

[Contractor's Company Name]

[Contractor's Company Address]

[City, State, Zip Code]

## **Subject: Contractor Performance Evaluation**

Dear [Contractor's Name],

We are writing to provide you with an evaluation of your performance on the [Project Name] completed on [Project Completion Date].

### **Performance Criteria:**

- Quality of Work: [Insert Evaluation]
- Timeliness: [Insert Evaluation]
- Communication: [Insert Evaluation]
- Adherence to Budget: [Insert Evaluation]

Overall, we appreciate the efforts you have put into this project and would like to highlight the following strengths:

- [Insert Strength 1]
- [Insert Strength 2]

We believe there are areas for improvement as well, including:

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

Thank you for your dedication to this project. We look forward to your continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]