

Vendor Performance Evaluation

Date: [Insert Date]

To: [Vendor's Name]

[Vendor's Address]

Dear [Vendor's Name],

We are writing to provide you with our evaluation of your performance as a vendor for [Company Name]. This assessment is based on our review of your services provided throughout the past [specify time period].

Performance Criteria

- **Quality of Products/Services:** [Insert evaluation]
- **Delivery Timeliness:** [Insert evaluation]
- **Communication:** [Insert evaluation]
- **Customer Support:** [Insert evaluation]
- **Pricing:** [Insert evaluation]

Overall Evaluation

Based on the criteria evaluated, we would rate your performance as [Insert rating, e.g., "satisfactory", "needs improvement", etc.].

If there are areas for improvement, we encourage you to take swift action to address these issues. We value our partnership and look forward to enhancing our collaboration moving forward.

Thank you for your attention to this assessment. Please feel free to reach out if you have any questions or require further discussion.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]