

Vendor Performance Review

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Vendor Performance Review

Dear [Vendor Contact Name],

We are conducting a vendor performance review to evaluate our ongoing partnership. Below are the key performance criteria we will assess:

- Quality of Products/Services
- Timeliness of Deliveries
- Communication and Responsiveness
- Pricing and Cost Management
- Adherence to Agreements

We appreciate your cooperation and would like to schedule a meeting to discuss your performance in these areas. Please let us know your available times.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]