

Vendor Performance Assessment

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We are writing to share the results of our recent performance assessment of your services as our vendor for [specific service or product]. This evaluation covers the period from [start date] to [end date].

Performance Metrics

- Quality of Service: [Rating/Comments]
- Timeliness: [Rating/Comments]
- Communication: [Rating/Comments]
- Cost-effectiveness: [Rating/Comments]

Overall Assessment

Based on the above metrics, we have determined that your overall performance rating is [Overall Rating].

Areas for Improvement

We would like to outline a few areas where we believe improvements can be made:

- [Area 1]
- [Area 2]
- [Area 3]

We appreciate your continued partnership and look forward to collaborating on enhancing our business relationship. Please feel free to reach out if you would like to discuss this assessment in more detail.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]