

# Contract Performance Evaluation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Company Address]

Dear [Recipient's Name],

Subject: Evaluation of Contract Performance

We are writing to provide you with an evaluation of the performance under the contract [Contract Number/Title] dated [Contract Date]. This assessment reflects our observations and feedback regarding the execution of the contract terms.

## Performance Summary

Overall Performance: [e.g., Satisfactory, Needs Improvement]

Key Performance Indicators:

- Quality of Deliverables: [Rating/Comments]
- Timeliness of Delivery: [Rating/Comments]
- Communication: [Rating/Comments]
- Compliance with Contract Terms: [Rating/Comments]

## Strengths

[List strengths observed during the evaluation]

## Areas for Improvement

[List areas where performance can be improved]

## Conclusion

We appreciate your cooperation and efforts in fulfilling the contract requirements. As we move forward, we encourage continuous communication to ensure we meet the expectations set forth.

Thank you for your attention to this evaluation. Please do not hesitate to reach out if you have any questions or need further clarification.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]