

Contract Performance Feedback

Date: [Insert Date]

To: [Contractor's Name]

From: [Your Name/Your Company]

Subject: Performance Feedback on Contract [Contract Number or Title]

Dear [Contractor's Name],

We appreciate your efforts in fulfilling the terms of our contract regarding [specific project or service]. As we progress, we would like to provide you with some feedback on your performance to date.

Positive Aspects:

- [Detail specific positive aspects of the performance]
- [Another positive aspect]

Areas for Improvement:

- [Detail specific areas needing improvement]
- [Another area for improvement]

We value our partnership and believe that with continued collaboration, we can achieve the desired outcomes. Please feel free to reach out for any further discussions regarding this feedback.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]