

# Contract Performance Evaluation

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Contractor's Name]

[Contractor's Position]

[Contractor's Company]

[Company Address]

[City, State, Zip Code]

Dear [Contractor's Name],

We are writing to formally evaluate the performance of the contract titled "[Contract Title]" for the period of [Contract Period]. This evaluation assesses the deliverables and overall execution of the agreement.

## Performance Metrics

- Timeliness of Deliverables: [Assessment]
- Quality of Work: [Assessment]
- Communication and Responsiveness: [Assessment]
- Adherence to Budget: [Assessment]

Overall, we appreciate your efforts concerning this contract. [Include any specific comments or areas for improvement here].

If you would like to discuss this evaluation further, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]