

[Date]

[Contact Name]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Subject: Vendor Performance Evaluation Feedback - [Review Period]

Dear [Contact Name],

This letter is to provide you with the results of our recent performance evaluation for the services/products provided by [Vendor Name] during the period of [Start Date] to [End Date].

Our evaluation is based on several key performance indicators, including quality, delivery timelines, communication, and pricing. Your performance has been rated as follows:

- **Quality of Goods/Services:** [Exceeds Expectations / Meets Expectations / Needs Improvement]
- **Timeliness of Delivery:** [Exceeds Expectations / Meets Expectations / Needs Improvement]
- **Communication and Support:** [Exceeds Expectations / Meets Expectations / Needs Improvement]
- **Compliance with Contract Terms:** [Exceeds Expectations / Meets Expectations / Needs Improvement]

Strengths:

[Insert specific areas where the vendor performed well.]

Areas for Improvement:

[Insert specific areas where the vendor needs to improve or corrective actions required.]

We value our partnership with [Vendor Name] and aim to maintain a high standard of excellence. [Optional: We request a meeting on (Date) to discuss a performance improvement plan.]

Please acknowledge receipt of this feedback. If you have any questions or wish to provide comments regarding this evaluation, please contact [Name] at [Phone/Email].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]