

Subject: Invitation: Quarterly Vendor Performance Review - [Vendor Name]

Dear [Contact Name],

You are cordially invited to attend a Performance Review Meeting regarding the services provided by [Vendor Name] to [Your Company Name].

The purpose of this meeting is to review key performance indicators (KPIs), discuss current project milestones, and identify areas for improvement or further collaboration.

Meeting Details:

- **Date:** [Date]
- **Time:** [Time]
- **Location/Link:** [Conference Room Name or Video Link]

Proposed Agenda:

1. Review of previous action items
2. Performance metrics and SLA compliance
3. Current challenges and feedback
4. Upcoming goals and roadmap
5. Any other business

Please confirm your attendance and the names of any additional representatives from your team by [Deadline Date]. If you have any specific items you would like to add to the agenda, please let us know in advance.

We look forward to our discussion.

Best regards,

[Your Name]

[Your Title]

[Your Department]