

Supplier Review Communication

Date: [Insert Date]

To: [Supplier's Name]

From: [Your Company's Name]

Subject: Supplier Performance Review

Dear [Supplier's Contact Name],

We hope this message finds you well. As part of our commitment to maintaining a strong and productive partnership, we conduct regular reviews of our suppliers' performance.

We would like to schedule a meeting to discuss your performance over the past [insert time period]. This review will include an assessment of the following key areas:

- Quality of Products/Services
- Delivery Timeliness
- Communication Effectiveness
- Pricing Competitiveness

Please let us know your available dates and times within the next [insert time frame] for this meeting. We look forward to your feedback and are excited about working together towards mutual improvement.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Job Title]

[Your Company's Name]

[Your Phone Number]

[Your Email Address]