

Supplier Performance Evaluation

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Contact Name],

We appreciate your partnership and the services provided by [Supplier Company Name]. However, we would like to address some concerns regarding your performance in the past [insert time frame].

1. Quality of Deliverables

We have noticed inconsistencies in the quality of the products delivered. Specifically, [mention specific issues and examples]. This has impacted our operations and requires immediate attention.

2. Timeliness of Deliveries

Additionally, there have been several delays in delivery schedules, particularly for [mention specific projects or products]. Timely delivery is critical to our business, and we need to find a solution moving forward.

3. Communication

Our experience with communication has also been less than satisfactory. There were instances where [mention specific communication issues]. Improved transparency and responsiveness are needed to enhance our collaboration.

We believe in a constructive approach to resolving these issues and would like to schedule a meeting to discuss these points in detail. We value your partnership and are hopeful for improvement.

Thank you for your attention to these matters. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]