

Performance Appraisal Letter

Date: [Insert Date]

To: [Supplier's Name]
[Supplier's Address]
[City, State, Zip Code]

Dear [Supplier's Contact Name],

Subject: Performance Appraisal Review

We appreciate your partnership and would like to take this opportunity to evaluate the performance of [Supplier's Company Name] in delivering technology solutions over the past assessment period ([Insert Date Range]).

Performance Highlights:

- Quality of Products/Services: [Brief Description]
- Timeliness: [Brief Description]
- Communication: [Brief Description]
- Responsiveness: [Brief Description]
- Adherence to Budget: [Brief Description]

Areas for Improvement:

- [Area 1]
- [Area 2]
- [Area 3]

Overall, we are pleased with the services provided by [Supplier's Company Name] and look forward to continuing our successful partnership. We believe addressing the aforementioned areas for improvement will enhance our collaboration.

Thank you for your continued support. Please feel free to reach out should you have any questions or require further details.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Your Contact Information]