

Performance Review Feedback

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Subject: Supplier Performance Review Feedback

Dear [Supplier Contact Name],

We would like to take this opportunity to provide you with feedback regarding your performance as our technology supplier for the past [time period].

Performance Overview

Your delivery timeliness has been commendable, consistently meeting the agreed deadlines. However, we noted some areas where improvements can be made.

Strengths

- High-quality products that meet our specifications.
- Responsive customer support.

Areas for Improvement

- Enhancing communication during project updates.
- Addressing recurring issues related to [specific issue].

Conclusion

We appreciate your partnership and look forward to your response to our feedback. Together, we can work towards attaining mutual goals.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]