

Supplier Quality Performance Review

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Subject: Supplier Quality Performance Review

Dear [Supplier Contact Name],

We hope this message finds you well. As part of our ongoing efforts to maintain and enhance the quality of our products and services, we have conducted a Supplier Quality Performance Review for the period of [Insert Review Period].

Performance Metrics

- Quality Defect Rate: [Insert Rate]
- On-Time Delivery Rate: [Insert Rate]
- Customer Complaints: [Insert Number]

Strengths

- [Insert Strength 1]
- [Insert Strength 2]
- [Insert Strength 3]

Areas for Improvement

- [Insert Area for Improvement 1]
- [Insert Area for Improvement 2]
- [Insert Area for Improvement 3]

We appreciate your efforts in maintaining quality and we encourage your attention to the areas identified for improvement. A follow-up meeting is scheduled for [Insert Meeting Date] to discuss this review in detail and develop an action plan together.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Contact Information]