

Vendor Reliability Performance Assessment Request

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

As part of our ongoing effort to maintain high standards of quality and reliability within our supply chain, we are conducting a vendor reliability performance assessment.

We kindly request your participation in this assessment by providing us with the following information:

- Historical performance data over the past [insert period] regarding delivery times, quality issues, and customer service.
- Any relevant certifications or quality assurance processes that your organization adheres to.
- Details on how your organization addresses and resolves issues related to product reliability.

Please submit the requested information by [insert submission deadline] to ensure it is included in the upcoming management review. Should you have any questions, do not hesitate to contact me directly at [insert your contact information].

Thank you for your cooperation and support in this important matter.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]