

Supplier Performance Metrics Review

Date: [Date]

To: [Supplier Name]

From: [Your Company Name]

Subject: Supplier Performance Metrics Review

Dear [Supplier Name],

We hope this message finds you well. As part of our ongoing commitment to maintaining a successful partnership, we would like to conduct a review of the performance metrics associated with our business relationship.

The following key metrics will be assessed:

- Delivery Timeliness
- Quality of Products/Services
- Cost Competitiveness
- Communication Effectiveness
- Compliance with Contract Terms

Please provide the necessary data and insights regarding these metrics by [Deadline Date]. This will help us identify areas of improvement and discuss opportunities for collaboration moving forward.

Thank you for your attention to this matter. We look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]