

# Supplier Agreement Assessment Template

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Subject: Supplier Agreement Assessment

Dear [Supplier Name],

We hope this message finds you well. As part of our ongoing commitment to maintaining high standards in our supply chain, we are conducting a supplier agreement assessment. We value your partnership and would appreciate your cooperation in this process.

Please provide the following information:

- **Company Profile:** Brief overview of your business, including years in operation and core products/services.
- **Compliance and Certifications:** Details of any relevant industry certifications and compliance with regulations.
- **Performance Metrics:** Key performance indicators and metrics relevant to our agreement.
- **References:** Contact information of at least two current clients for reference.

We kindly ask that you submit this information by [Insert Due Date]. If you have any questions or require clarification, please do not hesitate to contact us at [Your Contact Information].

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

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]