

Supplier Partnership Assessment Discussion

Date: [Insert Date]

To: [Supplier Name]

From: [Your Name]

Subject: Partnership Assessment Discussion Invitation

Dear [Supplier Name],

I hope this message finds you well. As part of our ongoing efforts to ensure a strong and mutually beneficial partnership, we would like to conduct a supplier partnership assessment discussion.

The purpose of this discussion will be to review our current collaboration, address any challenges, and explore opportunities for further growth and improvement.

We would appreciate it if you could take the time to meet with us on [Insert Proposed Date and Time] at [Insert Location/Virtual Meeting Link]. Please let us know if this date works for you or if an alternative time is preferable.

Thank you for your attention to this matter. We look forward to our discussion and continuing to strengthen our partnership.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]