

# Supplier Evaluation Meeting Request

Dear [Supplier's Name],

I hope this message finds you well. We would like to schedule a meeting to evaluate our ongoing partnership and discuss future collaboration opportunities.

Please let us know your availability for the following proposed dates:

- [Date 1]
- [Date 2]
- [Date 3]

The meeting will cover:

1. Performance evaluation
2. Quality control issues
3. Future project planning

Your feedback is valuable to us, and we look forward to your response.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]