

Invitation to Supplier Performance Review

Dear [Supplier's Name],

We hope this message finds you well. As part of our commitment to maintaining excellent partnerships, we conduct regular performance reviews with our suppliers.

We would like to invite you to a Supplier Performance Review meeting on [Date] at [Time]. The review will take place at [Location/Online Platform]. This meeting will provide an opportunity to discuss your performance over the past [Period] and address any areas for improvement.

Please confirm your availability for this meeting at your earliest convenience.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]