

Supplier Performance Appraisal

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Dear [Supplier Contact Name],

We would like to take this opportunity to evaluate our ongoing business relationship and assess the performance of your organization as a supplier to [Your Company Name]. Your contributions are crucial to our operations, and it is important for us to ensure that our collaboration continues to meet our mutual goals.

Performance Criteria

- Quality of Products/Services
- Timeliness of Deliveries
- Responsiveness to Issues
- Price Competitiveness
- Adherence to Contract Terms

Evaluation Summary

Based on our assessment, we would like to highlight the following points:

- Quality Rating: [Insert Rating]
- Delivery Rating: [Insert Rating]
- Responsiveness Rating: [Insert Rating]
- Pricing Rating: [Insert Rating]

Overall Feedback

[Insert overall feedback on performance, areas for improvement, and positive comments.]

Next Steps

We appreciate your efforts and look forward to discussing this appraisal further. Please let us know a convenient time for a meeting.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]