

Supplier Performance Commentary

Date: [Insert Date]

To: [Supplier's Name]

From: [Your Company's Name]

Subject: Supplier Performance Review

Dear [Supplier's Name],

We appreciate your continued partnership and would like to take this opportunity to provide you with feedback regarding your performance over the past [insert time frame].

Performance Overview

Your performance has been evaluated based on the following criteria:

- Quality of Products
- Timeliness of Deliveries
- Customer Service and Responsiveness
- Compliance with Specifications

Strengths

- [List specific strengths]

Areas for Improvement

- [List specific areas for improvement]

Action Items

We recommend the following action items to enhance the partnership:

- [Action Item 1]
- [Action Item 2]

We value our relationship and look forward to your continued improvement in the above areas. Please feel free to reach out for any discussions regarding this feedback.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]