

Supplier Performance Review

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Contact Name],

We hope this message finds you well. As part of our ongoing effort to maintain high standards in our supply chain, we conduct regular performance reviews of our suppliers. This letter serves to inform you of our recent evaluation of your performance over the last [Insert Time Period].

Performance Highlights:

- Quality of Goods: [Insert Rating or Comments]
- Delivery Timeliness: [Insert Rating or Comments]
- Communication and Responsiveness: [Insert Rating or Comments]
- Compliance with Contractual Obligations: [Insert Rating or Comments]

Areas for Improvement:

[Insert specific areas needing improvement]

We appreciate your efforts and commitment to providing us with quality products and services. To discuss this review further and to go over any improvements or changes, we would like to schedule a meeting with you. Please let us know your availability over the next couple of weeks.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]