

Supplier Review Findings

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Subject: Supplier Review Findings

Dear [Supplier Contact Name],

We would like to take this opportunity to provide you with the findings from our recent review of your performance as a supplier. This evaluation aimed to assess [specific aspects, e.g., quality, delivery, communication] and how they align with our expectations.

Summary of Findings

- **Quality:** [Brief description of quality performance]
- **Delivery:** [Brief description of delivery performance]
- **Communication:** [Brief description of communication effectiveness]

Areas for Improvement

- [Specific area 1]
- [Specific area 2]
- [Specific area 3]

Next Steps

We encourage you to address the highlighted areas for improvement and propose a timeline for implementation. We believe that strengthening our collaboration will lead to mutually beneficial results.

Thank you for your ongoing partnership. We look forward to your feedback and actions regarding these findings.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]