

# Supplier Performance Review

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Representative's Name],

We hope this message finds you well. We are writing to conduct a performance review for our ongoing partnership. This review aims to assess the quality of products/services delivered, compliance with contract terms, and overall performance in relation to our business objectives.

## Performance Metrics

- Quality of Products/Services: [Insert Rating/Comments]
- Timeliness of Delivery: [Insert Rating/Comments]
- Communication Effectiveness: [Insert Rating/Comments]
- Cost Competitiveness: [Insert Rating/Comments]

## Strengths

[List the strengths identified during the performance review]

## Areas for Improvement

[List the areas where improvement is needed]

## Action Plan

[Insert proposed action plan to address areas for improvement]

We appreciate your attention to this review and look forward to your feedback. Together, we can ensure the continued success of our partnership.

Best Regards,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]