

Supplier Performance Review

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Contact Name],

We are writing to conduct a performance review of our partnership with [Supplier Name]. This review is important to ensure that our collaboration remains effective and meets the standards set forth in our agreement.

Performance Summary

- Quality of Products: [Insert feedback]
- Timeliness of Deliveries: [Insert feedback]
- Communication: [Insert feedback]
- Pricing Competitiveness: [Insert feedback]

Areas for Improvement

[Insert specific areas where improvement is needed]

Action Plan

To address the points mentioned above, we propose the following actions:

- [Action Item 1]
- [Action Item 2]
- [Action Item 3]

We appreciate your attention to this matter and look forward to your response by [Insert Response Date]. Your cooperation is vital for continuing our successful partnership.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]