

Supplier Performance Summary

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Introduction

Dear [Supplier Name],

We appreciate your partnership and would like to provide you with a summary of your performance in the last quarter.

Performance Metrics

Metric	Score	Comments
On-time Delivery	[Score]	[Comments]
Quality of Goods	[Score]	[Comments]
Communication	[Score]	[Comments]
Pricing	[Score]	[Comments]

Overall Assessment

Your overall performance rating is [Overall Score].

Conclusion

Thank you for your continued efforts. We look forward to working together to achieve even greater success.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]