

Supplier Performance Quality Review

Date: [Insert Date]

To:

[Supplier Name]
[Supplier Address]
[City, State, Zip Code]

Dear [Supplier Contact Name],

We would like to take this opportunity to review the performance and quality of the products/services provided by [Supplier Name] during the period of [Insert Time Period]. Our aim is to ensure that both parties remain aligned on expectations and to identify areas for improvement.

Performance Metrics

Metric	Target	Achieved	Comments
On-Time Delivery	[Target %]	[Achieved %]	[Comments]
Product Quality	[Target %]	[Achieved %]	[Comments]
Communication Response Time	[Target Time]	[Achieved Time]	[Comments]

Strengths

[List any strengths or positive remarks about the supplier's performance]

Areas for Improvement

[List any areas where improvement is needed, with specific examples]

Next Steps

We would appreciate your feedback on this review by [Insert Deadline]. Additionally, we would like to schedule a follow-up meeting to discuss this further. Please let us know your availability.

Thank you for your attention to this matter. We value our partnership and look forward to your continued cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]