

Dear [Supplier's Name],

We hope this message finds you well. This is a friendly reminder regarding the upcoming supplier evaluation protocol that is scheduled for [Date]. As part of our commitment to maintaining high-quality standards, we would like to ensure that all required documentation and feedback are submitted by this date.

Please ensure that the following items are completed:

- Supplier Self-Assessment Form
- Quality Assurance Documentation
- Delivery Performance Records
- Any additional supporting materials

Should you have any questions or require assistance, please do not hesitate to reach out.

Thank you for your cooperation.

Best regards,
[Your Name]
[Your Position]
[Your Company]
[Contact Information]