

# Supplier Performance Expectations

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Subject: Supplier Performance Expectations for Product Quality

Dear [Supplier Name],

As a valued partner, we would like to outline our expectations regarding product quality to ensure our continued success together. The following performance standards are essential for maintaining our business relationship:

- Consistent adherence to quality specifications outlined in our contract.
- Regular quality control checks throughout the production process.
- Timely reporting of any quality issues that arise and corrective action taken.
- Fulfillment of all applicable regulatory and safety standards.
- Provision of a Certificate of Quality for every shipment.

We believe that open communication is key to resolving issues and improving quality performance. Please ensure that your team is aligned with these expectations and do not hesitate to reach out if you have any questions or require assistance.

Thank you for your attention to these important matters.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]