

# Supplier Performance Review

**Date:** [Insert Date]

**To:** [Supplier Name]

**Address:** [Supplier Address]

Dear [Supplier Contact Name],

We hope this letter finds you well. As part of our commitment to maintaining strong partnerships and enhancing our supply chain efficiency, we have conducted a performance review of your services over the past [insert review period].

## Performance Summary

- **Quality:** [Insert comments on quality of goods/services]
- **Delivery:** [Insert comments on delivery timeliness and accuracy]
- **Communication:** [Insert comments on responsiveness and communication efficiency]
- **Cost:** [Insert comments on competitiveness of pricing]

## Strengths

[Insert strengths observed during the review]

## Areas for Improvement

[Insert areas where improvement is needed]

## Next Steps

We would like to schedule a meeting to discuss these findings in detail and explore ways to enhance our collaboration. Please let us know your availability in the coming weeks.

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

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company]