

Supplier Incentive Scheme Information

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Name],

We are excited to inform you about our new Supplier Incentive Scheme designed to reward our valued suppliers for their outstanding performance and commitment to excellence.

Scheme Overview

The Supplier Incentive Scheme aims to:

- Encourage exceptional service and product quality
- Foster long-term relationships
- Boost collaboration and innovation

Eligibility Criteria

To qualify for the incentive, suppliers must meet the following criteria:

- Consistent on-time delivery
- Quality assurance compliance
- Effective communication and collaboration

Incentive Structure

Incentives will be awarded based on:

- Sales volume
- Quality ratings
- Timeliness of deliveries

Application Process

To participate in the Supplier Incentive Scheme, please complete the attached application form and return it by [Insert Deadline].

We appreciate your continued partnership and look forward to your participation in this exciting program.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]