

Annual Supplier Assessment Request

Date: [Insert Date]

To: [Supplier Name]

[Supplier Address]

Dear [Supplier Contact Name],

As part of our annual review process, we are conducting an assessment of our suppliers to ensure that we maintain the highest standards of quality and compliance. We value our partnership and would like to request your cooperation in completing this assessment.

Please find attached the Supplier Assessment Questionnaire that we would like you to fill out. We kindly ask that you return the completed questionnaire by [Insert Due Date]. Your timely response is essential to help us evaluate our supplier performance and identify areas for improvement.

Should you have any questions or require further assistance, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. We look forward to continuing our successful collaboration.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]