

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Supplier Name]

[Supplier Company Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Name],

I hope this message finds you well. As part of our ongoing efforts to evaluate our supplier partnerships, we are in the process of reviewing our yearly evaluations.

We kindly request your cooperation in providing your Supplier Yearly Evaluation Report for the year [Insert Year]. This will assist us in assessing our collaboration and identifying areas for improvement.

Please include the following information in your report:

- Performance metrics
- Quality assurance details
- Delivery timelines
- Compliance with contractual obligations
- Overall satisfaction level

We would appreciate it if you could send the report by [Insert Deadline Date] to ensure we have ample time for our review and planning.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]