

# Request for Supplier Annual Review Overview

Date: [Insert Date]

To: [Supplier's Name]

From: [Your Company Name]

Subject: Annual Review Overview Request

Dear [Supplier's Name],

We hope this message finds you well. As part of our commitment to maintaining strong partnerships with our suppliers, we conduct an annual review to assess performance, quality, and compliance.

We would like to request an overview of your performance over the past year, including but not limited to:

- Delivery Timeliness
- Quality of Products/Services
- Compliance with Terms and Conditions
- Customer Service Feedback

Please provide us with your insights and metrics by [Insert Deadline Date]. Your cooperation is essential for enhancing our collaboration and ensuring the highest standards in our supply chain.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]