

Request for Supplier Yearly Performance Details

Date: [Insert Date]

To,
[Supplier's Name]
[Supplier's Address]
[City, State, Zip Code]

Dear [Supplier's Contact Name],

We hope this message finds you well. As we approach the end of the fiscal year, we are conducting a review of our suppliers' performance to enhance our operational efficiency and partnerships.

We kindly request your cooperation in providing the yearly performance details for your organization. Specifically, we would appreciate if you could include:

- Delivery Timeliness
- Quality of Products/Services Provided
- Response Time to Inquiries
- Overall Customer Satisfaction Ratings
- Any Challenges Faced and How They Were Addressed

We believe that this information will aid us in making informed decisions moving forward. Please send your response by [Insert Due Date] to ensure a timely review.

Thank you for your attention to this matter, and we look forward to your prompt response.

Sincerely,
[Your Name]
[Your Job Title]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]