

Supplier Annual Metrics Report Request

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

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

Dear [Supplier's Contact Name],

As part of our ongoing commitment to maintaining strong supplier relationships and ensuring high-quality service, we kindly request your annual metrics report for the year [Insert Year]. This report is crucial for evaluating our collaboration and identifying areas for improvement.

Please include the following information in your report:

- On-time delivery percentage
- Quality performance metrics
- Response time to inquiries
- Defect rates
- Other relevant KPIs

We would appreciate receiving the completed report by [Insert Deadline]. If you have any questions or need further clarification, 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 your prompt response.

Sincerely,

[Your Name]
[Your Position]
[Your Company]