

Supplier Annual Performance Report Request

Date: [Insert Date]

To: [Supplier Name]

[Supplier Address]

Dear [Supplier Contact Name],

We hope this message finds you well. As part of our annual review process, we are requesting the Supplier Annual Performance Report for the year [Insert Year]. This report will help us assess our partnership and identify areas for improvement moving forward.

Please include the following information in your report:

- Key Performance Indicators (KPIs) achieved
- Quality metrics and product/service feedback
- Delivery performance and timelines
- Any challenges faced and mitigation strategies employed
- Suggestions for enhancing our collaboration

We would appreciate it if you could submit the report by [Insert Due Date]. Should you have any questions or need further clarification, please do not hesitate to reach out.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]