

Supplier Year-End Report Inquiry

Date: [Insert Date]

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Contact Name],

I hope this message finds you well. As we approach the year-end, we would like to kindly request your Supplier Year-End Report for [Year]. This report is essential for our records and upcoming evaluations.

Please include the following details in the report:

- Sales figures
- Delivery performance
- Quality metrics
- Any issues encountered during the year

We appreciate your assistance and look forward to receiving the report by [Insert Deadline]. If you have any questions or need further clarification, please feel free to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]