

Supplier Performance Monitoring

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Subject: Supplier Performance Evaluation

Dear [Supplier Contact Name],

We appreciate your partnership and want to take this opportunity to evaluate the performance of our collaboration over the past [time period].

Performance Metrics

- **Quality of Products:** [Insert Assessment]
- **Delivery Timeliness:** [Insert Assessment]
- **Communication:** [Insert Assessment]
- **Pricing Competitiveness:** [Insert Assessment]

Areas for Improvement

[Insert any areas where improvement is required]

Next Steps

We would like to schedule a meeting to discuss this evaluation further. Please let us know your available times.

Thank you for your attention and continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]