

Supplier Goal Appraisal

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Name],

We are writing to provide you with our assessment based on your performance as our supplier over the past [insert time period]. The appraisal focuses on the goals that were set during our last evaluation and your achievements toward these objectives.

Performance Overview

Your commitment to quality and timeliness has been commendable. Specifically, we would like to highlight the following goals:

- Goal 1: [Description] - Result: [Achievement]
- Goal 2: [Description] - Result: [Achievement]
- Goal 3: [Description] - Result: [Achievement]

Areas for Improvement

While there have been many successes, we identified some areas for improvement:

- Improvement Area 1: [Description]
- Improvement Area 2: [Description]

Future Goals

Looking ahead, we would like to set the following goals for the upcoming period:

- Future Goal 1: [Description]
- Future Goal 2: [Description]

We appreciate your ongoing partnership and look forward to continued success together. Please feel free to reach out if you have any questions or would like to discuss this appraisal in detail.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]