

Supplier Metrics Review

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Representative's Name],

We hope this message finds you well. As part of our ongoing commitment to ensuring the highest standards of quality and service, we conduct regular reviews of our suppliers based on key performance metrics.

We are writing to schedule a supplier metrics review meeting to discuss the following areas:

- Quality Performance
- Delivery Timeliness
- Cost Management
- Customer Service Feedback

Please provide us with your available dates in the coming weeks to hold this meeting. We value our partnership and are looking forward to working together to improve our mutual performance.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]