

Supplier Sales Target Evaluation

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Subject: Evaluation of Sales Targets

Dear [Supplier Name],

We would like to take this opportunity to evaluate the sales targets set for the current period. Our records indicate that the targets established were as follows:

- Target Sales Volume: [Insert Target Volume]
- Target Revenue: [Insert Target Revenue]
- Target Completion Date: [Insert Date]

As of [Insert Date], we have achieved the following results:

- Actual Sales Volume: [Insert Actual Volume]
- Actual Revenue: [Insert Actual Revenue]
- Percentage of Target Achieved: [Insert Percentage]

We appreciate your continued efforts in meeting our sales targets. Please review the evaluation and provide feedback on any challenges you faced during this period.

Looking forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]