

Supplier Performance Evaluation Request

Date: [Insert Date]

To: [Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Contact Name],

We are conducting a performance evaluation of our suppliers to ensure that we maintain high standards of quality and service. As a valued partner, your feedback is essential in helping us assess your performance and identify areas for improvement.

Please complete the attached evaluation form and return it to us by [Insert Deadline]. Your input will greatly assist us in making informed decisions and continuing our successful partnership.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]