

# Annual Supplier Feedback Report

Date: [Insert Date]

To: [Supplier's Name]

[Supplier's Address]

Dear [Supplier's Contact Person],

We hope this message finds you well. As part of our commitment to maintaining strong partnerships with our suppliers, we are pleased to provide you with our annual feedback report regarding your performance over the past year.

## 1. Overall Performance

Your overall performance has been [excellent/good/fair/needs improvement]. We appreciate your efforts in [list specific areas of strength].

## 2. Key Metrics

- Quality of Products/Services: [Rating]
- TIMELY Delivery: [Rating]
- Communication: [Rating]
- Pricing Competitiveness: [Rating]

## 3. Areas for Improvement

We believe there is opportunity for improvement in the following areas:

- [Area 1]
- [Area 2]
- [Area 3]

## 4. Conclusion

Thank you for your continuous support and efforts in our partnership. We look forward to your feedback on this report and discuss ways to strengthen our collaboration.

Sincerely,

[Your Name]

[Your Position]

[Your Company]  
[Your Contact Information]