

# Supplier Relationship Appraisal

**Date:** [Insert Date]

**To:** [Supplier Name]

**From:** [Your Company Name]

**Subject:** Supplier Relationship Appraisal

Dear [Supplier Name],

We hope this message finds you well. As part of our ongoing efforts to evaluate and enhance our partnership, we are conducting a Supplier Relationship Appraisal.

## Evaluation Criteria

- **Quality of Goods/Services:** [Provide feedback]
- **Delivery Performance:** [Provide feedback]
- **Communication:** [Provide feedback]
- **Pricing Competitiveness:** [Provide feedback]
- **Customer Service:** [Provide feedback]

## Strengths

[List any strengths observed during the partnership]

## Areas for Improvement

[List any areas where improvement is needed]

## Next Steps

We would appreciate your input on this evaluation and welcome any suggestions you may have to improve our collaboration. Please respond by [Insert Response Date].

Thank you for your attention to this matter. We look forward to enhancing our partnership.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]