

Product Lifecycle Review Proposal

Date: [Insert Date]

To: [Vendor Name]

From: [Your Name]

Company: [Your Company Name]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Vendor Name],

We hope this message finds you well. As part of our ongoing commitment to quality and efficiency, we are conducting a product lifecycle review for the products we source from your company. This review aims to assess performance, profitability, and long-term sustainability of the products in our portfolio.

Our objectives for this lifecycle review include:

- Evaluating product performance against market expectations.
- Identifying areas for improvement and innovation.
- Reviewing compliance with industry standards.
- Considering potential discontinuation of underperforming products.

We propose to schedule a meeting to discuss this further and gain your insights on the current state of the products in question. Please let us know your availability for a meeting within the next two weeks.

Thank you for your cooperation and partnership. We look forward to collaborating with you on this important review.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]