

Supplier Annual Review

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

As part of our commitment to continuous improvement and maintaining strong partnerships, we conduct an annual review of our key suppliers. We value your contribution to our supply chain and would like to assess our collaboration over the past year.

In this review, we will evaluate the following areas:

- Delivery Performance
- Quality of Products/Services
- Communication and Responsiveness
- Pricing Competitiveness
- Innovation and Flexibility

Please provide us with the relevant data and feedback by [Insert Deadline]. We will arrange a follow-up meeting to discuss the findings and explore opportunities for improvement.

Thank you for your attention to this matter. We look forward to your insights and continuing our successful partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]