

Supplier Status Alert

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Subject: Supplier Status Update

Dear [Supplier Contact Name],

We are writing to inform you of a status update regarding our ongoing partnership. After a recent review of our supplier performance metrics, we have established the following points for your attention:

- Delivery Timeliness: [Insert details]
- Quality of Goods: [Insert details]
- Communication: [Insert details]

We value our relationship with you and appreciate your efforts to resolve the highlighted concerns. Please address these issues by [Insert Deadline Date]. We look forward to your prompt response and commitment to improvement.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]