

Supplier Performance Review Request

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

We hope this message finds you well. As part of our ongoing commitment to maintaining strong supplier relationships, we would like to conduct a review of your performance over the past [time period]. This review aims to assess various aspects including quality, delivery, communication, and overall satisfaction.

To facilitate this process, we kindly request your cooperation in completing the attached performance review questionnaire by [due date]. Your honest feedback will be invaluable in helping us identify areas for improvement and opportunities for collaboration.

Thank you for your attention to this matter. We appreciate your ongoing partnership and look forward to your response.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]