

Dear [Supplier's Name],

We hope this message finds you well. As part of our continuous improvement process, we conduct quarterly evaluations of all our suppliers to ensure we maintain a high standard of quality and service.

We kindly request that you complete the attached evaluation form and return it to us by [due date]. Your feedback is invaluable in helping us assess our partnership and identify areas for improvement.

Thank you for your cooperation and support. Should you have any questions, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]