

# Supplier Performance Analysis Report

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Subject: Supplier Performance Evaluation

## Introduction

This report aims to evaluate the performance of [Supplier Name] for the period [Insert Period]. The analysis covers various performance metrics and area improvement suggestions.

## Performance Metrics

Metric	Target	Actual	Comments
On-Time Delivery	95%	[Actual %]	[Comments]
Quality of Goods	98%	[Actual %]	[Comments]
Response Time	24 hours	[Actual Time]	[Comments]

## Strengths

- [Strength 1]
- [Strength 2]

## Areas for Improvement

- [Improvement Area 1]
- [Improvement Area 2]

## Conclusion

Overall, [Supplier Name] has performed [Insert Overall Evaluation]. We look forward to your continued partnership and improvements in the specified areas.

## Next Steps

Please review the findings of this report and provide feedback by [Insert Deadline]. We are eager to discuss this in our upcoming meeting scheduled for [Insert Meeting Date].

Thank you for your attention to this matter.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company]