

# Supplier Performance Review Feedback

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Contact Name],

We hope this message finds you well. We would like to take this opportunity to provide feedback on your performance as our supplier for the period of [Insert Review Period].

## Performance Overview

Overall, we appreciate the efforts your team has made in delivering our orders. Below are some highlights and areas for improvement:

### Strengths:

- Timely delivery of products
- Quality of goods met our expectations
- Responsive customer service

### Areas for Improvement:

- Communication on order status could be enhanced
- More proactive approach to managing stock levels
- Timeliness of responses to queries

We believe that addressing these areas will help strengthen our partnership moving forward. We encourage you to take this feedback positively and work towards enhancing your services.

Thank you for your continued cooperation. We look forward to your response and ongoing collaboration.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]