

# Supplier Quality Assessment Comments

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Subject: Quality Assessment Feedback

Dear [Supplier Contact Name],

We appreciate your ongoing partnership and the timely delivery of products. Following our recent quality assessment, we would like to provide you with our feedback:

## Positive Comments:

- Consistent product quality observed over the past assessments.
- Proactive communication regarding any potential issues.
- Timely responses to our queries.

## Areas for Improvement:

- Reduction in defect rates, specifically in [specific product/area].
- Enhancement in documentation accuracy.
- Improvement in lead times for urgent orders.

We believe that addressing these areas will strengthen our collaboration. We would appreciate a meeting to discuss your plan for improvement and any support we can provide.

Thank you for your attention to these matters. We look forward to your response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]