

Supply Chain Performance Evaluation

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to formally evaluate the performance of our supply chain operations over the last [insert time frame]. This assessment aims to identify areas of strength and opportunities for improvement within our partnership.

Performance Metrics

- **On-Time Delivery Rate:** [Insert percentage]
- **Order Accuracy:** [Insert percentage]
- **Inventory Turnover:** [Insert number]
- **Cost Efficiency:** [Insert percentage]

Strengths

[List notable strengths or successes in the supply chain collaboration]

Areas for Improvement

[List any concerns or areas that require focus for better performance]

Next Steps

We propose scheduling a meeting to discuss these findings and collaborate on actionable strategies to enhance our supply chain efficiency. Please let us know your availability for the upcoming weeks.

Thank you for your attention to this matter. We look forward to our continued partnership and working together towards improvement.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]