

Supplier Delivery Performance Review

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Subject: Delivery Performance Review

Dear [Supplier Contact Name],

We would like to take this opportunity to review the recent delivery performance of [Supplier Name] for the period of [Insert Period]. Our objective is to ensure a mutual understanding of our expectations and to foster a productive relationship.

Performance Overview

During the review period, we evaluated your delivery performance based on the following key criteria:

- On-time delivery rate
- Order accuracy
- Communication and responsiveness

Performance Metrics

1. On-time Delivery Rate: [Insert Percentage]

2. Order Accuracy: [Insert Percentage]

3. Communication Score: [Insert Rating]

Areas for Improvement

We have identified the following areas that require attention:

- [List area of improvement 1]
- [List area of improvement 2]
- [List area of improvement 3]

Next Steps

We would appreciate your feedback on this review and invite you to discuss the report in detail. Please let us know your availability for a follow-up meeting within the next week.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]