

Supplier Performance Review

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

We hope this letter finds you well. As part of our ongoing commitment to maintaining high standards in our supply chain, we would like to conduct a performance review of our partnership over the past [Insert Time Period].

During this review, we will assess key performance indicators such as delivery times, product quality, customer service, and overall collaboration. This will help us identify areas of success and opportunities for improvement.

We value our partnership and are committed to working together to enhance our mutual success. Please let us know your availability for a meeting to discuss this review in detail. We suggest scheduling it for [Insert Suggested Date and Time].

Thank you for your attention to this matter. We look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]