

# Supplier Performance Assessment

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Contact Name],

We would like to take this opportunity to conduct a performance assessment of your services/products over the past [specific period]. This assessment is crucial for us to evaluate our partnership and make informed decisions moving forward.

## Performance Criteria

- Quality of Products/Services
- Delivery Timeliness
- Customer Support
- Compliance with Contracts

We kindly request that you provide us with the following information:

1. Performance metrics for the above criteria.
2. Your feedback on areas where you feel improvements can be made.
3. Any challenges you faced during the contract period.

Please submit your feedback by [Submission Deadline] to ensure a comprehensive review.

Thank you for your cooperation and ongoing support.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]