Supplier Performance Evaluation

Date: [Insert Date]

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Contact Name],

We hope this message finds you well. As part of our commitment to continuous improvement and maintaining high standards in our supply chain, we have conducted a performance evaluation of your services from [Start Date] to [End Date].

Performance Metrics

- Quality of Products/Services: [Rating/Comments]
- Delivery Timeliness: [Rating/Comments]
- Customer Service: [Rating/Comments]
- Pricing Competitiveness: [Rating/Comments]
- Compliance with Contract Terms: [Rating/Comments]

Overall Performance Rating: [Overall Rating]

We appreciate your efforts and collaboration over the past months. Based on the evaluation, we acknowledge the areas where you have excelled, as well as those that require improvement. We look forward to discussing this evaluation in more detail during our upcoming meeting scheduled for [Insert Meeting Date].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]