

# Supplier Review Notification

Dear [Supplier Name],

We hope this message finds you well. We would like to inform you that your annual supplier review is scheduled for [Date]. This review is an important part of our commitment to maintaining strong and effective supplier relationships.

The key objectives of this review will include:

- Assessing performance against agreed-upon metrics.
- Discussing areas of improvement and opportunities for growth.
- Reviewing compliance with our policies and procedures.

Please prepare any relevant documentation and reports by [Due Date] to help facilitate our discussions.

If you have any questions or need further clarification, feel free to reach out.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]