

Purchasing Plan Appraisal

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Address]

Dear [Recipient Name],

We are writing to present our appraisal of the proposed purchasing plan submitted by your team. After a thorough review, we have assessed the plan based on factors such as budget, supplier reliability, and alignment with our strategic goals.

Summary of Appraisal

- **Budget Consideration:** [Details]
- **Supplier Evaluation:** [Details]
- **Alignment with Strategy:** [Details]

In conclusion, we commend your efforts and recommend the approval of this purchasing plan with the following suggestions:

- [Suggestion 1]
- [Suggestion 2]

Thank you for your hard work and dedication. We look forward to your feedback and the successful implementation of the plan.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Contact Information]