

# Supplier Performance Feedback

Date: [Insert Date]

To: [Supplier's Name]  
[Supplier's Address]  
[City, State, Zip Code]

Dear [Supplier's Name],

We hope this message finds you well. We would like to take this opportunity to provide feedback on your performance as our supplier over the past [insert timeframe].

## **Overall Performance:**

[Insert brief summary of overall performance]

## **Strengths:**

[List and describe specific strengths of the supplier's performance]

## **Areas for Improvement:**

[List and describe areas where improvement is needed]

## **Conclusion:**

We appreciate your efforts and commitment to our business. We believe that by addressing the areas for improvement, we can strengthen our partnership further. Please feel free to reach out if you have any questions or would like to discuss this feedback in more detail.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company]  
[Your Contact Information]