

Supplier Evaluation Results

Date: [Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Contact Name],

We appreciate your ongoing partnership and are committed to maintaining high standards in our supply chain. As part of our quality assurance process, we have conducted a thorough evaluation of your performance over the past [time period].

Evaluation Summary

Criteria	Score
Quality of Products	[Score]
On-time Delivery	[Score]
Customer Service	[Score]
Pricing	[Score]
Compliance with Contracts	[Score]

Overall Rating: [Overall Score]

Based on our evaluation, we have identified the following strengths and areas for improvement:

Strengths

- [Strength 1]
- [Strength 2]

Areas for Improvement

- [Improvement Area 1]
- [Improvement Area 2]

We value our relationship and look forward to collaborating on the identified areas for improvement to enhance our partnership. Please do not hesitate to reach out if you have any questions or require further clarification.

Thank you for your continued cooperation.

Best regards,

[Your Name]

[Your Title]

[Your Company]