

Supplier Performance Report

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Dear [Supplier Name],

We are writing to provide you with the Supplier Performance Report for the period of [Insert Period]. This report evaluates the performance based on key metrics that are critical to our ongoing partnership.

Performance Metrics:

- On-Time Delivery: [Insert Percentage]
- Product Quality: [Insert Rating]
- Responsiveness: [Insert Rating]
- Compliance with Specifications: [Insert Percentage]
- Overall Satisfaction: [Insert Rating]

Overall, we appreciate your efforts in maintaining quality and reliability in your services. However, we have identified areas for improvement, particularly in [Insert Specific Areas]. We encourage you to focus on these aspects to enhance our collaboration.

Thank you for your attention to this report. We look forward to your feedback and continued commitment to excellence.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]