

Supplier Performance Review

Date: [Insert Date]

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

Dear [Supplier Contact Name],

We are writing to inform you of the performance review conducted for [Supplier Company Name] over the past [time period]. Our evaluation has been based on key performance indicators including quality, delivery, and service.

Performance Summary

- **Quality:** [Performance Details]
- **Delivery:** [Performance Details]
- **Service:** [Performance Details]

Overall, we appreciated your efforts in [highlight any positives], but there are areas that require improvement. Specifically, we would like to address:

Areas for Improvement

- [Area 1]
- [Area 2]
- [Area 3]

We value our partnership and believe that with dedicated efforts, we can enhance our collaboration. Please provide us with your feedback on these points, and outline your action plan by [Deadline Date].

Thank you for your attention to this important matter. We look forward to your prompt response.

Sincerely,
[Your Name]
[Your Job Title]
[Your Company Name]
[Your Contact Information]