

Supplier Performance Issue Notification

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Subject: Notification of Supplier Performance Issues

Dear [Supplier Contact Name],

We hope this message finds you well. We are writing to formally address some performance issues that have been observed in our recent engagements.

Details of the issues include:

- Late deliveries of [specific items or orders]
- Quality concerns regarding [specific products or services]
- Communication delays regarding order status

These issues have resulted in [explain impact on your company, e.g., project delays, increased costs]. We value our partnership and would like to resolve these matters promptly.

We request a meeting to discuss these performance issues and agree on an action plan to enhance our collaboration moving forward. Please let us know your availability for a meeting within the next week.

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

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]