

# Annual Supplier Performance Review

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Contact Name],

We hope this message finds you well. As part of our ongoing commitment to maintaining high standards of quality and service, we are conducting our Annual Supplier Performance Review.

Over the past year, we have evaluated various key performance indicators and overall collaboration. We would like to share our findings and discuss areas for improvement, as we believe this will strengthen our partnership moving forward.

## Performance Highlights

- Quality of Products: [Insert details]
- Delivery Timeliness: [Insert details]
- Communication and Responsiveness: [Insert details]

## Areas for Improvement

- [Insert area]
- [Insert area]

We would like to schedule a meeting to discuss these points in detail. Please let us know your availability in the coming weeks.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]