

# Supplier Collaboration Review

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Dear [Supplier Contact Name],

We hope this message finds you well. As part of our ongoing efforts to enhance collaboration and ensure mutual success, we would like to invite you to a Supplier Collaboration Review meeting. This meeting aims to:

- Evaluate our performance over the past [time frame]
- Discuss any challenges faced and opportunities for improvement
- Align on future goals and strategies

Details of the meeting are as follows:

**Date:** [Insert Meeting Date]

**Time:** [Insert Meeting Time]

**Location:** [Insert Meeting Location or Virtual Link]

Please confirm your availability for the proposed time, or suggest an alternative if necessary. We value your partnership and look forward to your insights during this review.

Thank you for your attention, and we look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]