

# Supplier Relationship Assessment

Date: [Insert Date]

To: [Supplier Name]

[Supplier Address]

Dear [Supplier Contact Name],

We are conducting a Supplier Relationship Assessment to evaluate our collaboration and ensure mutual success. This assessment will help us understand areas of strength and potential improvement in our partnership.

Please provide us with the following information by [Insert Deadline]:

- Current product/service offerings
- Quality metrics and performance indicators
- Delivery and turnaround times
- Communication processes
- Assistance or support levels

We appreciate your partnership and look forward to your insights to enhance our working relationship.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]