

# Supplier Economic Performance Check

Date: [Insert Date]

To: [Supplier's Name]

Address: [Supplier's Address]

Dear [Supplier's Contact Name],

We are conducting a regular review of our suppliers' economic performance to ensure that we maintain strong and reliable partnerships. As part of this process, we kindly request the following information:

- Latest financial statements (balance sheet, income statement) for the past two years.
- Accounts receivable turnover ratio and days sales outstanding (DSO).
- Any relevant financial forecasts or budgets for the next fiscal year.
- Information on any significant changes in management or ownership.

Please provide this information by [Insert Deadline Date]. If you have any questions or need further clarification, do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]