

Supplier Contract Performance Review

Date: [Insert Date]

To: [Supplier's Name]

Address: [Supplier's Address]

Dear [Supplier's Contact Name],

We hope this message finds you well. As part of our ongoing commitment to maintaining high standards and ensuring a mutually beneficial relationship, we would like to conduct a performance review of our current contract.

Review Objectives

- Assess the quality of goods/services provided
- Evaluate compliance with contract terms and conditions
- Identify areas for improvement

Review Schedule

The review will take place on [Insert Date] at [Insert Time]. We propose to meet at [Insert Location/Platform]. Please confirm your availability.

Documents Required

In preparation for the meeting, we request that you provide the following documents:

- Delivery reports
- Quality control assessments
- Any feedback received from our team

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

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]