

Supplier Diversification Progress Update

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Update on Supplier Diversification Efforts

Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide you with an update on our supplier diversification efforts as part of our strategic initiative to enhance resilience and reduce risks within our supply chain.

Since our last communication, we have made significant progress in diversifying our supplier base. Here are some key highlights:

- Identified and evaluated [number] new suppliers across [specific regions or categories].
- Successfully onboarded [number] suppliers who meet our quality and compliance standards.
- Conducted risk assessments that indicate a [percentage]% reduction in dependency on our top [percentage]% suppliers.
- Established partnerships with [specific organizations or trade groups] to foster new supplier relationships.

Looking ahead, we plan to focus on continuing to strengthen these relationships and exploring additional opportunities for diversification. We are also committed to monitoring the performance of our new suppliers closely to ensure alignment with our operational goals.

Thank you for your continued support in this important initiative. Please feel free to reach out if you have any questions or require further details.

Sincerely,

[Your Name]

[Your Position]

[Your Company]