

Supplier Performance Action Plan

Date: [Insert Date]

Supplier Name: [Insert Supplier Name]

Contact Person: [Insert Contact Person Name]

Address: [Insert Supplier Address]

Dear [Contact Person Name],

We hope this message finds you well. We are writing to discuss the performance of your services/products as they relate to our agreed standards and expectations.

Performance Summary

The following areas have been identified as needing improvement:

- Quality Issues
- Delivery Timeliness
- Customer Service Responsiveness

Action Plan

To address these issues, we propose the following action plan:

1. Conduct a thorough root cause analysis of the quality issues by [Insert Date].
2. Implement a revised delivery schedule effective [Insert Date].
3. Enhance customer service training for your team by [Insert Date].

Follow-Up

We will schedule a follow-up meeting on [Insert Follow-Up Date] to review progress and results. Your cooperation and commitment to this action plan are essential for our continued partnership.

Thank you for your attention to these matters. We are confident that with these changes, we can enhance our working relationship.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]