

Supplier Agreement Assessment

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Subject: Supplier Agreement Assessment

1. Introduction

This letter serves as a formal assessment of our existing supplier agreement with [Supplier Name]. We aim to evaluate the terms and conditions to ensure mutual benefit and adherence to our company standards.

2. Areas of Assessment

- **Pricing Structure:** Review of current pricing against market standards.
- **Delivery Terms:** Evaluation of lead times and reliability.
- **Quality of Goods/Services:** Analysis of product/service performance.
- **Compliance:** Adherence to regulatory and safety standards.
- **Support and Communication:** Assessment of responsiveness and support.

3. Findings

[Insert findings from the assessment]

4. Recommendations

[Insert recommendations based on findings]

5. Next Steps

We would like to schedule a meeting to discuss the outcome of this assessment and potential adjustments to our agreement. Please let us know your availability.

6. Conclusion

We appreciate your cooperation and look forward to continuing our partnership.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]