

Supplier Performance Assessment

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Contact Name],

We hope this letter finds you well. As part of our ongoing commitment to quality and operational excellence, we have conducted a performance assessment of our partnership with [Supplier Company Name].

Performance Metrics

- Quality of Products/Services: [Insert assessment]
- Delivery Timeliness: [Insert assessment]
- Customer Service: [Insert assessment]
- Pricing Competitiveness: [Insert assessment]
- Compliance with Agreements: [Insert assessment]

Overall Assessment

[Insert overall performance summary]

Areas for Improvement

[Insert specific areas for improvement]

Next Steps

We value our partnership and would like to schedule a meeting to discuss this assessment in detail and collaborate on improvement strategies. Please let us know your availability for the upcoming week.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]