

# Annual Service Review

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Contact Name],

We hope this message finds you well. As part of our commitment to maintaining strong partnerships, we conduct an annual service review with all of our key suppliers. This review allows us to evaluate our working relationship, assess performance, and discuss areas for improvement.

We would like to schedule a meeting to discuss your performance over the past year. During this meeting, we will cover the following topics:

- Service delivery and product quality
- Compliance with contractual obligations
- Communication and responsiveness
- Areas for improvement
- Goals for the upcoming year

We are looking to hold this review by [Insert Desired Date]. Please let us know your availability for this meeting, and if there are any specific points you would like to discuss.

Thank you for your continued partnership. We look forward to our discussion.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]