

# Supplier Effectiveness 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 ongoing commitment to quality and performance improvement, we conduct regular reviews of our suppliers. The purpose of this letter is to summarize our findings regarding your performance as our supplier.

## Review Summary

- **Quality of Products/Services:** [Insert assessment]
- **Delivery Timeliness:** [Insert assessment]
- **Communication and Responsiveness:** [Insert assessment]
- **Pricing Competitiveness:** [Insert assessment]

## Recommendations

Based on our findings, we recommend the following actions:

- [Insert recommendation 1]
- [Insert recommendation 2]
- [Insert recommendation 3]

We appreciate your efforts in maintaining a good relationship with us. Please feel free to reach out if you would like to discuss this review further or if you have any questions.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]