

# Supplier Performance Appraisal

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Contact Name],

We are writing to formally evaluate your performance as a supplier for [Company Name] over the past [time period, e.g., year/quarter]. This appraisal aims to assess various aspects of our business relationship, including quality, delivery, communication, and overall service.

## Performance Evaluation Criteria

- **Quality of Products/Services:** [Details]
- **Timeliness of Delivery:** [Details]
- **Communication:** [Details]
- **Responsiveness to Issues:** [Details]
- **Overall Satisfaction:** [Details]

## Overall Rating

Based on the above criteria, your overall performance is rated as [Insert Rating, e.g., Excellent, Good, Fair, Poor].

We appreciate your efforts and contributions to our business. However, we also identified areas for improvement:

- [Area of Improvement 1]
- [Area of Improvement 2]
- [Area of Improvement 3]

We would like to schedule a meeting to discuss this appraisal and explore ways to enhance our partnership. Please let us know your availability.

Thank you for your attention to this matter. We look forward to continuing our collaboration.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]