[COMPANY NAME]

[ADDRESS]

[CITY, STATE, ZIP CODE]

[DATE]

[RECIPIENT’S NAME]

[SUPPLIER’S / VENDOR’S NAME]

[SUPPLIER’S / VENDOR’S ADDRESS]

[CITY, STATE, ZIP CODE]

**Subject: Notification of Supplier Performance Review**

Dear [Supplier’s Name],

We are writing to inform you that [COMPANY NAME] will be conducting a performance review of all key suppliers, including [SUPPLIER’S NAME], as part of our routine evaluation process. This review aims to ensure that our supply chain operates efficiently and continues to meet the high standards necessary to achieve our business objectives.

**Scope of Review**

The performance review will focus on the following key areas:

1. **Quality of Goods/Services**: Adherence to agreed specifications and standards.
2. **Delivery Performance**: Timeliness and accuracy of deliveries.
3. **Pricing and Cost Competitiveness**: Compliance with agreed pricing and overall cost efficiency.
4. **Communication and Responsiveness**: Timeliness and clarity of responses to inquiries or issues.
5. **Compliance**: Adherence to contractual obligations, regulatory standards, and our policies.

**Next Steps:**

We kindly request your cooperation in providing any necessary documentation or data that may assist in the review process, including:

* [*List of specific documents or reports required, e.g., “delivery logs for the past quarter.”*]
* [*Details of compliance certifications, if applicable.*]

Our team will be in touch shortly to provide further details on the review process and any specific information we may require from your end.

**Timeline:**

The review is scheduled to begin on [START DATE] and conclude by [END DATE]. Upon completion, we will share the results and discuss any necessary follow-ups or opportunities for improvement.

If you have any questions about the performance review process, please contact [Name, Title] at [Email Address/Phone Number].

We value our partnership with [SUPPLIER’S NAME] and appreciate your support during this process.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE/POSITION]

[COMPANY NAME]