

Transport Service Performance Evaluation

Date: [Insert Date]

To: [Transport Service Provider Name]

From: [Your Company Name]

Subject: Transport Service Performance Evaluation

Dear [Transport Service Provider Name],

We are writing to provide you with an evaluation of the transport services rendered by your company over the past [Insert Time Period]. This evaluation aims to assess the overall performance and identify areas for improvement.

Performance Criteria:

- Timeliness: [Rate from 1-10]
- Safety: [Rate from 1-10]
- Customer Service: [Rate from 1-10]
- Cost-Effectiveness: [Rate from 1-10]
- Communication: [Rate from 1-10]

Overall Performance Rating: [Insert Overall Rating]

Feedback:

[Insert specific feedback regarding strengths and weaknesses based on the above criteria.]

We appreciate your efforts and dedication in providing transport services for our company. We believe that constructive feedback will help enhance our partnership and service quality moving forward.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]