

Logistics Provider Contract Performance Evaluation

Date: [Insert Date]

To: [Logistics Provider Name]

Address: [Logistics Provider Address]

Dear [Logistics Provider Contact Name],

We are conducting a performance evaluation for the logistics services provided under our contract dated [Insert Contract Date]. This evaluation is essential to ensure that our partnership continues to meet the standards and expectations set forth in our agreement.

Evaluation Criteria

- Timeliness of Deliveries
- Quality of Service
- Communication Efficiency
- Problem Resolution
- Cost Management

Performance Summary

In the past evaluation period, we have observed the following:

[Insert Summary of Performance Findings]

Recommendations

To enhance our collaboration, we recommend the following actions:

[Insert Recommendations]

We appreciate your attention to this matter and look forward to your feedback by [Insert Response Date]. Please feel free to reach out if you have any questions or require further clarification.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]