

Logistics Provider Performance Assessment

Date: [Insert Date]

To: [Logistics Provider Name]

From: [Your Company Name]

Dear [Logistics Provider Contact Name],

We are writing to inform you about the performance assessment conducted for your logistics services over the past [Insert Period]. Our evaluation was based on the following criteria:

- On-time delivery performance
- Accuracy of shipments
- Communication effectiveness
- Issue resolution
- Cost efficiency

Overall, we have found that your performance has been [Insert Performance Summary, e.g., satisfactory, excellent, needs improvement]. Below are the specific ratings based on each criterion:

Criteria	Rating
On-time delivery	[Insert Rating]
Accuracy of shipments	[Insert Rating]
Communication effectiveness	[Insert Rating]
Issue resolution	[Insert Rating]
Cost efficiency	[Insert Rating]

We appreciate your efforts and collaboration in our logistics operations. We encourage you to address any areas needing improvement, and we look forward to working together towards enhanced performance in the future.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]