

Supplier Logistics Performance Review

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Subject: Logistics Performance Review

Dear [Supplier Contact Name],

We hope this message finds you well. As part of our ongoing efforts to assess and enhance our supply chain operations, we are conducting a Supplier Logistics Performance Review.

This review aims to evaluate our collaboration, analyze key performance metrics, and identify areas for improvement. The review will cover the following aspects:

- On-time delivery performance
- Order accuracy
- Communication effectiveness
- Response time to inquiries
- Overall service quality

We kindly ask you to provide the necessary documentation and data related to the above points by [Insert Deadline]. Furthermore, we would like to schedule a meeting to discuss the findings and assess any actionable items going forward.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]