

# Logistics Performance Assessment for Procurement

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

We are writing to formally assess the logistics performance of our recent procurement activities pertaining to [specific project or materials]. This assessment aims to evaluate the efficiency, timeliness, and overall effectiveness of the logistics operations involved.

## Performance Metrics

- **Delivery Timeliness:** [Insert data]
- **Order Accuracy:** [Insert data]
- **Cost Efficiency:** [Insert data]
- **Customer Satisfaction:** [Insert data]

## Findings

[Provide a brief summary of findings from the assessment, highlighting strengths and areas for improvement.]

## Recommendations

[List any recommendations for process improvements or changes to logistics partners.]

We appreciate your attention to this matter and look forward to your feedback on our assessment.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]