

Logistics Review for Procurement

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

Subject: Logistics Review for Upcoming Procurement

We are conducting a logistics review in preparation for our upcoming procurement process. In this regard, we would like to gather essential information regarding your logistics capabilities and operations.

We kindly request you to provide us with the following details:

- Overview of your logistics and distribution networks
- Capacity and lead times for delivery
- Details of your transportation methods and partners
- Any recent challenges faced in logistics management
- Cost structure related to logistics

Please submit your response by [Insert Deadline] to ensure timely consideration in our procurement planning.

Thank you for your cooperation. If you have any questions, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]