

Procurement Logistics Assessment Request

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Request for Logistics Assessment in Procurement

Dear [Recipient Name],

I hope this message finds you well. As part of our ongoing efforts to enhance our procurement processes and ensure efficient logistics management, I am writing to request an assessment of our current logistics practices.

The assessment should cover the following key areas:

- Current logistics strategies and their effectiveness
- Inventory management processes
- Supplier performance evaluation
- Cost analysis of logistics operations
- Recommendations for improvement

Please let me know your availability to discuss this request further and any additional information you may need from my side.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]