

Shipping Provider Evaluation Request

Date: [Insert Date]

To: [Shipping Provider Name]

Address: [Shipping Provider Address]

Dear [Shipping Provider Contact Name],

We are currently reviewing our shipping providers to ensure we are partnering with the best possible organizations to meet our logistical needs. As part of this evaluation process, we would like to request information regarding your services.

Please provide us with the following details:

- Shipping rates and service options
- Delivery times and reliability statistics
- Tracking capabilities and technology used
- Customer service support and communication policies
- Any additional services offered (e.g., warehousing, packaging)

We would appreciate receiving your response by [Insert Deadline]. This information will be crucial for our decision-making process.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[Your Contact Information]