

# Vendor Engagement on Shipping Performance Metrics

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We hope this message finds you well. As part of our ongoing partnership, we would like to address the shipping performance metrics that are crucial for maintaining our service standards and customer satisfaction levels.

We have noticed some trends in the recent shipping performance, including:

- On-time delivery rate: [Insert percentage]
- Order accuracy: [Insert percentage]
- Average transit time: [Insert time]

We believe that by closely examining these metrics together, we can identify opportunities for improvement and enhance our overall supply chain efficiency. We kindly request a meeting to discuss the following:

1. Analysis of recent shipping data
2. Identification of challenges and obstacles
3. Strategies for performance enhancement

Please let us know your availability for a meeting within the next two weeks. We value your partnership and are looking forward to working together to achieve better performance outcomes.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]