

# Letter of Assessment for Supplier Order Accuracy Improvements

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, ZIP Code]

Dear [Supplier Contact Name],

We appreciate your ongoing partnership and the services you provide to [Your Company Name]. As part of our commitment to continuous improvement, we have conducted an assessment of the order accuracy of recent shipments received from your company.

Our findings indicate that there are several areas where improvements can be made to enhance the accuracy of your orders. The key issues identified include:

- Frequency of incorrect item shipments
- Inconsistent order fulfillment timelines
- Poor communication regarding order changes

To address these issues, we recommend the following action steps:

1. Implement a double-check system before shipments leave your facility.
2. Enhance communication protocols to inform us promptly of any changes to orders.
3. Regular training sessions for your staff to ensure adherence to best practices in order processing.

We believe that by working together on these improvements, we can enhance the efficiency of our supply chain and strengthen our business relationship. Please let us know your thoughts on these recommendations, and how we can assist you in implementing these changes.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]