

Vendor Logistics Performance Assessment

Date: [Insert Date]

To,

[Vendor Name]

[Vendor Address]

Dear [Vendor Contact Person],

We hope this message finds you well. This letter serves as a formal assessment of the logistics performance of [Vendor Name] for the period of [Insert Time Period].

Performance Criteria

- **Timeliness:** [Description of performance regarding delivery schedules]
- **Accuracy:** [Description of order accuracy and fulfillment]
- **Communication:** [Description of communication effectiveness]
- **Problem Resolution:** [Description of how issues were managed]

Overall Assessment

[Summary of overall assessment and performance rating]

Recommendations

[Suggestions for improvement and areas of focus for future performance]

Thank you for your continued partnership. We look forward to working together to enhance our logistics performance.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]