

Vendor Shipping Accuracy Assessment

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Subject: Shipping Accuracy Assessment

Dear [Vendor Contact Name],

We are conducting a routine assessment of our vendors' shipping accuracy. This evaluation is crucial to ensure that we maintain high standards in our supply chain operations. Your cooperation is essential in this process.

As part of this assessment, we kindly request the following information:

- Recent shipping records for the past [Insert Time Frame]
- Details of any discrepancies observed in shipped items
- Actions taken to resolve shipping inaccuracies

Please submit the requested information by [Insert Due Date] to ensure your continued partnership with us. Your prompt response will be greatly appreciated.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]