

Vendor Shipping Process Review

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We appreciate your continued partnership and commitment to delivering quality products. As part of our efforts to ensure the efficiency of our supply chain, we would like to review the current shipping processes associated with our orders.

Review Objectives:

- Evaluate shipping timelines and delivery consistency.
- Identify any potential bottlenecks in the shipping process.
- Discuss packaging standards and compliance.

Requested Information:

We kindly ask you to provide the following details:

- Recent shipping records (last three months).
- Current shipping methods and carriers used.
- Any encountered challenges during shipping and resolutions implemented.

Please submit the requested information by [Insert Deadline] to facilitate a comprehensive review. Following this, we can schedule a meeting to discuss our findings and collaborate on possible improvements.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]