

# Transportation Service Safety Evaluation Request

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. As part of our ongoing commitment to safety and quality in our transportation services, we are conducting a safety evaluation of our transportation partners.

We would like to request your cooperation in providing us with the necessary documentation and information regarding your safety protocols, training procedures, and any relevant safety records. This information will greatly aid us in ensuring the highest standards of safety are maintained.

Please find attached a detailed list of the specific information we require. We would appreciate your response by [Insert Deadline Date] to facilitate our evaluation process.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]