

Courier Service Performance Evaluation

Date: [Insert Date]

To: [Courier Service Provider Name]

Address: [Courier Service Provider Address]

Subject: Performance Evaluation Report

Dear [Courier Service Provider Contact Name],

We are writing to provide you with feedback regarding your performance as our courier service provider for the past [Insert Time Period]. This evaluation aims to highlight areas of success and opportunities for improvement.

Performance Metrics

- On-Time Deliveries: [Insert Percentage]%
- Package Condition: [Insert Percentage]% of packages arrived undamaged
- Customer Feedback: [Insert Summary of Customer Feedback]
- Response Time: [Insert Average Response Time] hours

Strengths

[List the strengths of the courier service performance]

Areas for Improvement

[List the areas where improvement is needed]

Conclusion

We appreciate your efforts and look forward to working together to enhance our partnership. Please feel free to reach out to discuss this evaluation further.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]