

# Transportation Service Delivery Performance Report

Date: [Insert Date]

Client Name: [Client Name]

Client Address: [Client Address]

## Overview

Dear [Client Name],

We are pleased to provide you with the delivery performance report for our transportation services over the past [insert time frame].

## Delivery Performance Metrics

- Total Deliveries: [Number]
- On-Time Deliveries: [Number] ([Percentage]%)
- Late Deliveries: [Number] ([Percentage]%)
- Deliveries Returned: [Number] ([Percentage]%)

## Analysis

During this reporting period, we achieved a [Percentage]% on-time delivery rate. The primary reasons for late deliveries stemmed from [briefly mention reasons]. We are actively working on strategies to enhance our performance.

## Future Actions

To further improve our delivery service, we will implement the following measures:

- [Action Item 1]
- [Action Item 2]
- [Action Item 3]

We value your partnership and commitment to excellence. Should you have any questions or require further details, please do not hesitate to reach out.

Thank you for choosing [Your Company Name] for your transportation needs.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]