

# Logistics Performance Review

Date: [Insert Date]

To: [Recipient Name]

Position: [Recipient Position]

Company: [Recipient Company]

Dear [Recipient Name],

As part of our ongoing commitment to excellence in logistics and supply chain management, we are conducting a performance review of our logistics operations for the last quarter.

Key areas of evaluation include:

- Delivery Timeliness
- Order Accuracy
- Cost Efficiency
- Customer Satisfaction
- Inventory Management

We appreciate your cooperation and contributions to these performance metrics. Please provide any relevant data or insights by [Insert Response Due Date]. Your input is invaluable in helping us identify areas for improvement and recognize outstanding performance.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]