

Logistics Service Performance Evaluation

Date: [Insert Date]

To: [Logistics Service Provider Name]

From: [Your Company Name]

Dear [Logistics Service Provider Contact Name],

We would like to take this opportunity to evaluate the performance of your logistics services over the past [insert timeframe]. This evaluation is critical in helping us understand the service quality, efficiency, and overall experience we have had with your company.

Performance Criteria

- **On-Time Delivery:** [Insert evaluation results]
- **Communication:** [Insert evaluation results]
- **Damage Rate:** [Insert evaluation results]
- **Customer Service:** [Insert evaluation results]
- **Cost Effectiveness:** [Insert evaluation results]

Comments and Feedback

[Insert specific comments and feedback based on the evaluation]

Conclusion

Overall, we appreciate your efforts and would like to discuss further on how we can improve our collaboration and address any issues.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]