

Logistics Service Quality Assessment

Date: [Insert Date]

From: [Your Name]

Company Name: [Your Company]

Address: [Your Address]

To: [Recipient Name]

Company Name: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

We are conducting a quality assessment of the logistics services we received from your company during the period of [Insert Time Period]. The purpose of this assessment is to evaluate the efficiency, reliability, and overall satisfaction with the services rendered.

We would appreciate it if you could provide feedback based on the following criteria:

- Timeliness of Deliveries
- Condition of Goods upon Arrival
- Communication and Response Time
- Overall Satisfaction with the Service

Please respond by [Insert Response Deadline] so we can proceed with our evaluation. Your insights are invaluable for improving our working relationship.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]