

Transportation Logistics Audit Confirmation

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to confirm the scheduling of the transportation logistics audit to be conducted on [insert date] at [insert location]. This audit will include a thorough review of your transportation processes, systems, and compliance with industry standards.

The following areas will be covered during the audit:

- Transportation Management Systems
- Carrier Performance
- Routing and Scheduling Efficiency
- Compliance and Safety Measures
- Cost Analysis

Please ensure that all relevant documents and personnel are available for review. If you have any questions or need to reschedule, feel free to contact me directly.

Thank you for your cooperation.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Position]

[Your Company]