

# Transportation Logistics Audit Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are conducting a thorough audit of our transportation logistics operations to ensure compliance and efficiency. As part of this process, we kindly request your assistance in providing the necessary documentation and information related to our logistics operations for the period of [Insert Audit Period].

Please include the following:

- Current transportation contracts and agreements
- Logistics performance metrics
- Shipping and receiving documentation
- Invoices and payment records
- Any relevant policies and procedures

We would appreciate receiving this information by [Insert Deadline Date], to facilitate a timely review. If you have any questions or need further clarification, please do not hesitate to reach out.

Thank you for your cooperation and support.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]