

Request for Logistics Performance Review

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a performance review of our logistics operations for the period of [Insert Time Period]. As we strive for continuous improvement, it is important to analyze our current logistics performance to identify areas for enhancement.

Specifically, I would like to focus on the following key performance indicators:

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

We believe that a comprehensive review will not only help us align our logistics strategy but also enhance the overall effectiveness of our operations.

Please let me know a suitable time for a meeting to discuss this matter further. Thank you for considering my request, and I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]