

# Notification of Freight Logistics Supplier Review

Date: [Insert Date]

To: [Supplier Name]

[Supplier Address]

Dear [Supplier Contact Name],

We hope this message finds you well. We are writing to inform you that we will be conducting a review of our freight logistics suppliers in the upcoming weeks. This review is part of our ongoing commitment to ensure quality and efficiency in our logistics operations.

During this review, we will evaluate your performance based on delivery timelines, service quality, communication, and adherence to our agreed terms. We believe this process will help strengthen our partnership and identify areas for improvement.

Please ensure that all necessary documentation and records are prepared for this assessment. We appreciate your cooperation and support throughout this process.

Should you have any questions or require further information, feel free to reach out to us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]