

# Logistics Cost Assessment

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient Name]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are conducting a logistics cost assessment to better understand our operational expenses and improve our supply chain efficiency. The purpose of this letter is to outline the details of our assessment and request your assistance.

The assessment will include the following components:

- Transport Costs
- Warehouse Expenses
- Inventory Holding Costs
- Handling Fees
- Any Additional Charges

We would appreciate it if you could provide us with the necessary data regarding your logistics operations and any relevant documents by [Insert Deadline Date]. This information is critical to ensure a comprehensive assessment.

Thank you for your cooperation. If you have any questions or require further information, please feel free to contact me directly at [Your Phone Number] or [Your Email].

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]