

# Trucking Capacity Service Level Expectations

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to outline our service level expectations regarding trucking capacity for the upcoming [insert timeframe, e.g., quarter, year]. Our goal is to ensure that we meet your transportation needs in a timely and efficient manner.

## Service Level Expectations

- **Capacity Availability:** We will ensure a minimum of [insert percentage]% capacity availability at all times.
- **Response Time:** All requests for capacity should be responded to within [insert time frame, e.g., 24 hours].
- **On-time Delivery:** Our target for on-time delivery is [insert percentage]% for all shipments.
- **Communication:** We will provide regular updates on shipment status and proactively communicate any potential delays.
- **Quality Control:** A dedicated team will monitor the loading and unloading process to maintain the highest quality standards.

We believe that these expectations will help us maintain a productive partnership and ensure that all transportation needs are met effectively.

Thank you for your attention to these matters. We look forward to your feedback and a successful collaboration.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]