

Performance Review Meeting

Date: [Insert Date]

To: [Client's Name]

From: [Agency's Name]

Subject: Partnership Performance Review

Dear [Client's Name],

We hope this message finds you well. As part of our ongoing commitment to ensuring a successful partnership, we would like to schedule a performance review meeting to assess our collaboration over the past quarter/year.

The key areas we would like to discuss include:

- Project milestones achieved
- Overall performance metrics
- Feedback on our services
- Opportunities for improvement
- Future goals and initiatives

Please let us know your availability for a meeting during the week of [Insert Date] to discuss these points in detail. We believe this conversation will be instrumental in enhancing our partnership and achieving our mutual goals.

Thank you for your continued trust in [Agency's Name]. We look forward to your response.

Best Regards,

[Your Name]

[Your Position]

[Agency's Name]

[Contact Information]