

Collaboration Assessment Letter

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

From: [Agency's Name]

[Agency's Address]

Dear [Client's Name],

We hope this letter finds you well. As part of our ongoing commitment to ensure efficient collaboration and assess our partnership, we would like to conduct a collaboration assessment between [Agency's Name] and [Client's Name].

The purpose of this assessment is to evaluate our current working relationship, identify strengths, and pinpoint areas for improvement. We believe that by gathering feedback from both parties, we can enhance our collaboration and achieve even better results.

Please find below the key areas we would like to assess:

- Communication Effectiveness
- Project Management
- Quality of Deliverables
- Responsiveness and Support
- Overall Satisfaction

We kindly request your input through a brief survey, which we will send to you shortly. Your feedback is invaluable in guiding our future efforts and ensuring that our partnership continues to thrive.

Thank you for your attention and cooperation. We look forward to your valuable insights.

Best regards,

[Your Name]

[Your Position]

[Agency's Name]

[Contact Information]