

# Service Performance Review

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Company's Name]

[Company's Address]

Dear [Recipient's Name],

We are conducting a performance review for the services provided by your team over the past [insert time period]. This review aims to assess both the strengths and areas for improvement in the execution and delivery of services.

## Performance Highlights

- [Highlight 1]
- [Highlight 2]
- [Highlight 3]

## Areas for Improvement

- [Area 1]
- [Area 2]
- [Area 3]

We appreciate the hard work and dedication your team has demonstrated and are hopeful for continued improvement in the future. Please feel free to reach out if you would like to discuss this review in more detail.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]