

Consultancy Feedback Action Plan

Date: [Insert Date]

To: [Consultant's Name]

From: [Your Name]

Subject: Feedback and Action Plan

Introduction

Dear [Consultant's Name],

Thank you for your recent consultancy services. We have reviewed your feedback and would like to outline our action plan moving forward.

Feedback Summary

- [Feedback Point 1]
- [Feedback Point 2]
- [Feedback Point 3]

Action Plan

1. [Action Item 1: Description and Responsible Person]
2. [Action Item 2: Description and Responsible Person]
3. [Action Item 3: Description and Responsible Person]

Conclusion

We appreciate your input and look forward to implementing these changes effectively. Please feel free to reach out if you have further recommendations.

Best regards,
[Your Name]
[Your Position]
[Your Company]