

# Consultancy Feedback Summary

Date: [Insert Date]

To: [Consultant's Name]

From: [Client's Name]

Subject: Feedback Summary of Consultancy Services

**Dear [Consultant's Name],**

We would like to take this opportunity to summarize the feedback received regarding your consultancy services for [Project/Service Name].

## 1. Overall Impression

[Insert summary of overall impression from the feedback]

## 2. Strengths

- [Insert strength 1]
- [Insert strength 2]
- [Insert strength 3]

## 3. Areas for Improvement

- [Insert area for improvement 1]
- [Insert area for improvement 2]
- [Insert area for improvement 3]

## 4. Overall Rating

[Insert overall rating based on feedback]

Thank you for your efforts and contributions. We look forward to working with you in the future.

**Sincerely,**

[Your Name]

[Your Title]

[Your Company]