

Performance Assessment Findings

Date: [Insert Date]

To: [Consultancy Firm Name]

From: [Your Organization Name]

Subject: Performance Assessment Findings

Dear [Consultancy Firm Name],

We would like to express our appreciation for the work completed under the consultancy agreement dated [Insert Date]. Following our recent performance assessment, we have compiled our findings as outlined below:

1. Objectives Met:

- [Objective 1: Description]
- [Objective 2: Description]
- [Objective 3: Description]

2. Key Strengths:

- [Strength 1: Description]
- [Strength 2: Description]

3. Areas for Improvement:

- [Improvement Area 1: Description]
- [Improvement Area 2: Description]

4. Recommendations:

[Recommendation 1: Description]

[Recommendation 2: Description]

We value your expertise and collaboration, and we look forward to your feedback on these findings. Please feel free to reach out for further discussion.

Best regards,

[Your Name]

[Your Position]

[Your Organization Name]

[Contact Information]