

Consultancy Performance Outcomes

Date: [Insert Date]

To: [Client's Name]

From: [Your Name]

Subject: Performance Outcomes and Next Steps

Overview

Dear [Client's Name],

We are pleased to provide you with an overview of the consultancy project conducted from [Start Date] to [End Date]. This letter outlines the performance outcomes achieved and proposed next steps.

Performance Outcomes

- Outcome 1: [Description of the first outcome]
- Outcome 2: [Description of the second outcome]
- Outcome 3: [Description of the third outcome]

Next Steps

Based on the outcomes achieved, we recommend the following next steps:

1. Next Step 1: [Description of the first step]
2. Next Step 2: [Description of the second step]
3. Next Step 3: [Description of the third step]

Conclusion

Thank you for the opportunity to work together. We are excited about the progress made and look forward to our continued collaboration.

Sincerely,

[Your Name]

[Your Position]

[Your Company]