

Year-End Assessment of Freelance Services

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

As we approach the end of the year, I would like to take this opportunity to assess the services I have provided to you over the past year. It has been a pleasure working with you, and I appreciate the trust you've placed in my expertise.

Services Rendered

- [Service 1 - Brief Description]
- [Service 2 - Brief Description]
- [Service 3 - Brief Description]

Accomplishments

During this period, we have achieved the following milestones:

- [Milestone 1 - Description]
- [Milestone 2 - Description]
- [Milestone 3 - Description]

Feedback

I welcome any feedback you may have regarding my performance. Your insights are invaluable as I strive to improve and adapt my services to better meet your needs.

Looking Ahead

Looking forward to the upcoming year, I am eager to discuss how we can continue to work together to achieve your goals. Please feel free to reach out at your convenience.

Thank you once again for the opportunity to work with you.

Sincerely,

[Your Name]

[Your Contact Information]