

Annual Client Touchpoint Summary

Date: [Insert Date]

Client Name: [Client Name]

Client Address: [Client Address]

Dear [Client Name],

We appreciate your continued partnership with us, and we would like to take this opportunity to provide you with a summary of our key touchpoints over the past year.

Annual Touchpoint Overview:

- **Date:** [Touchpoint Date] - [Description of Interaction]
- **Date:** [Touchpoint Date] - [Description of Interaction]
- **Date:** [Touchpoint Date] - [Description of Interaction]
- **Date:** [Touchpoint Date] - [Description of Interaction]

We believe these interactions have strengthened our relationship and allowed us to better serve your needs.

Looking Ahead:

In the coming year, we are excited to [Insert Future Plans / Services]. We look forward to continuing our successful partnership and supporting your goals.

Thank you for choosing us as your trusted partner.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]