

Post-Engagement Evaluation

Date: [Insert Date]

To: [Client's Contact Name]

Company: [Client's Company Name]

Address: [Client's Company Address]

Dear [Client's Contact Name],

We hope this message finds you well. Following the completion of our recent engagement with [Project/Consulting Service], we would like to take the opportunity to gather your feedback regarding your experience with our services.

Evaluation Questions

1. How satisfied were you with the overall outcome of the project?
2. Were the deliverables met in line with your expectations?
3. How would you rate our communication and collaboration throughout the process?
4. What challenges did you face during the engagement?
5. Are there areas where you believe we can improve our services?

Your feedback is invaluable to us as we strive to enhance our services and better meet our clients' needs. Please feel free to provide any additional comments or suggestions.

Thank you for your time and cooperation. We look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]