

# Consulting Deliverables Review

Date: [Insert Date]

To: [Client Name]

From: [Your Name]

Subject: Review of Consulting Deliverables

Dear [Client Name],

I hope this message finds you well. As we approach the conclusion of our current consulting engagement, I would like to take the opportunity to review the deliverables we have prepared for you.

## Deliverables Summary

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

Each of these deliverables has been crafted with your specific needs in mind. I would appreciate your feedback on the following points:

1. Relevance to your requirements
2. Clarity and comprehensiveness
3. Any additional areas you would like us to address

Please let me know your availability for a meeting to discuss your thoughts and any further adjustments you might see fit. I look forward to your input and appreciate your partnership throughout this process.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]