

# Consulting Competencies Review

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. As part of our ongoing commitment to excellence in consulting practices, we are conducting a review of our team's competencies. This initiative aims to ensure that our consultants possess the skills and knowledge necessary to meet the evolving demands of our clients.

We would like to invite you to participate in this review by providing feedback on the following competencies:

- Analytical Skills
- Communication Skills
- Problem-Solving Abilities
- Project Management
- Client Relationship Management

Your insights are invaluable to us, and we appreciate your cooperation in completing the attached competency assessment form by [Insert Deadline].

Thank you for your attention to this important matter. Should you have any questions or require further information, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]