

Client Relationship Overview

Date: [Insert Date]

To: [Client Name]

From: [Your Name], Board Director

Subject: Overview of Our Client Relationship

Dear [Client Name],

I hope this message finds you well. As a Board Director at [Your Company], I want to take a moment to provide you with an overview of our relationship and the value we aim to deliver to you.

1. Partnership History

[Brief description of the history of your partnership, including key projects, milestones, and achievements.]

2. Current Objectives

[Outline the current objectives and goals that you aim to achieve together.]

3. Future Outlook

[Discuss upcoming initiatives, opportunities for collaboration, and long-term goals.]

4. Feedback and Communication

[Encourage client feedback and discuss preferred communication strategies.]

Thank you for your continued partnership. I look forward to our ongoing collaboration and achieving great results together.

Best regards,

[Your Name]

Board Director

[Your Company]

[Your Contact Information]