

# Performance Review for Outsourced Services

Date: [Insert Date]

To: [Name of the Service Provider]

From: [Your Name/Your Company]

Subject: Performance Review of Outsourced Services

Dear [Service Provider's Contact Name],

We hope this message finds you well. As part of our ongoing effort to assess the effectiveness of our partnerships, we conducted a performance review of the services provided by [Name of the Service Provider] from [Start Date] to [End Date].

## 1. Performance Overview

During the review period, we observed the following key performance indicators (KPIs):

- [KPI 1: Description and metrics]
- [KPI 2: Description and metrics]
- [KPI 3: Description and metrics]

## 2. Strengths

We would like to commend you on the following aspects:

- [Strength 1]
- [Strength 2]

## 3. Areas for Improvement

In reviewing the overall performance, we believe there are a few areas where improvement could enhance our collaboration:

- [Area for Improvement 1]
- [Area for Improvement 2]

## 4. Action Plan

To address the areas for improvement, we propose the following action plan:

- [Action Item 1]
- [Action Item 2]

We value our partnership with [Service Provider's Name] and are committed to working together to ensure mutual success. We would like to schedule a meeting to discuss this review further and establish our next steps. Please let us know your availability.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]