

Evaluation Request for Small Business Consulting

Date: [Insert Date]

To: [Consultant's Name]
[Consultant's Firm Name]
[Consultant's Address]
[City, State, Zip Code]

Dear [Consultant's Name],

I hope this message finds you well. I am writing to formally request an evaluation of our small business consulting services. As we strive to enhance our operations and overall effectiveness, your insights and expertise in this area would be invaluable to us.

We are particularly interested in assessing the following aspects:

- Current business strategies and their effectiveness
- Market positioning and competitive analysis
- Operational efficiencies and areas for improvement
- Customer feedback and satisfaction metrics

We would appreciate it if you could provide us with a detailed evaluation report by [Insert Deadline]. Additionally, if you have any initial thoughts or areas of focus that you believe we should consider, please feel free to share them.

Thank you for your attention to this matter. We look forward to your valuable insights and recommendations.

Sincerely,

[Your Name]
[Your Position]
[Your Business Name]
[Your Business Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]