

Collaboration Partner Assessment

Date: [Insert Date]

To: [Partner's Name]

From: [Your Name]

Subject: Collaboration Partner Assessment

Dear [Partner's Name],

We appreciate the collaboration between our organizations and are committed to continuous improvement. To ensure that our partnership remains fruitful, we conduct regular assessments of our collaboration efforts.

Assessment Criteria

- Communication Effectiveness
- Alignment of Goals
- Quality of Deliverables
- Responsiveness
- Innovation and Creativity

Evaluation

Please provide feedback on each of the criteria above. Your insights are crucial for our ongoing partnership.

Next Steps

We would like to schedule a meeting to discuss this assessment. Please let us know your availability in the coming weeks.

Thank you for your cooperation and support. We look forward to your feedback.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]