

# Invitation to Partnership Performance Evaluation

Dear [Partner's Name],

We hope this message finds you well. As part of our commitment to continuous improvement and mutual success, we would like to invite you to participate in a Partnership Performance Evaluation meeting.

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

The purpose of this evaluation is to assess our collaboration over the past [insert timeframe] and identify opportunities for enhancing our partnership. Your insights and feedback are invaluable to us.

Please confirm your availability for the meeting by [Insert RSVP Deadline]. Should you have any questions or require further information, do not hesitate to reach out.

Thank you for your continued partnership. We look forward to your participation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]