

Performance Assessment Call Invitation

Dear [Service Provider's Name],

We hope this message finds you well. As part of our continuous improvement process, we would like to schedule a performance assessment call to review the services provided by your team. This assessment is crucial for ensuring that we are meeting our goals and maintaining a productive partnership.

Proposed Call Details

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Duration:** [Insert Duration]
- **Platform:** [Insert Platform, e.g., Zoom, Teams]

Please confirm your availability for the proposed date and time or suggest an alternative. In preparation for our discussion, we encourage you to review the following performance metrics:

- Service Delivery Timeliness
- Quality of Service
- Customer Feedback
- Issue Resolution Efficiency

Thank you for your attention to this matter. We look forward to our conversation and to further strengthening our working relationship.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]