

Notification of Contract Performance Evaluation

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you that a performance evaluation for the contract [Contract Number or Title] will be conducted on [Evaluation Date]. This evaluation aims to assess the performance and compliance with the terms outlined in the contract.

Please ensure that all relevant documentation and outcomes related to the project's performance are prepared and available for review. The evaluation meeting is scheduled to take place at [Location/Platform] at [Time].

We appreciate your cooperation and look forward to discussing the results and any areas for improvement.

Thank you for your attention to this matter. Should you have any questions, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]