

Performance Review

Date: [Insert Date]

To: [Client Name]

From: [Your Company Name]

Subject: Client Relationship Management Performance Review

Introduction

Dear [Client Name],

As part of our ongoing commitment to maintain and enhance our relationship, we are pleased to present you with a performance review regarding our client relationship management efforts.

Review Summary

Over the past [insert time frame], we have focused on the following key areas:

- Effective Communication
- Response Time to Inquiries
- Client Satisfaction
- Issue Resolution

Performance Highlights

We have achieved the following:

- Improved response time by [insert percentage]
- Client satisfaction score of [insert score]
- Resolved [insert number] of issues within [insert time frame]

Areas for Improvement

We acknowledge the following areas where we can improve:

- Increase frequency of regular updates
- Enhance personalized services

Action Plan

To address these areas, we propose the following actions:

- Schedule bi-monthly check-in meetings
- Develop tailored solutions based on your feedback

Conclusion

Thank you for your partnership and trust in us. We are dedicated to ensuring your needs are met and look forward to your feedback on this review.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]