

Annual Review of Strategic Goals

[Your Company Name]

[Your Company Address]

[City, State, Zip]

[Date]

[Client Name]

[Client Company Name]

[Client Address]

[City, State, Zip]

Dear [Client Name],

As we approach the end of the year, it is essential to reflect on the strategic goals we set together and assess our progress. We have achieved significant milestones over the past year, and it is an excellent opportunity to review and realign our goals for the upcoming year.

Achievements Over the Past Year

- [Achievement 1]
- [Achievement 2]
- [Achievement 3]

Goals for the Upcoming Year

- [Goal 1]
- [Goal 2]
- [Goal 3]

We would like to schedule a meeting to discuss these points in detail and explore how we can further enhance our collaboration moving forward. Please let us know your availability.

Thank you for your continued partnership. We look forward to another successful year together!

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]