

Client Expectations Guideline

Date: [Insert Date]

To: [Client's Name]

From: [Your Company Name]

Subject: Client Expectations Guideline

Dear [Client's Name],

We appreciate your trust in [Your Company Name] and look forward to working together. To ensure a smooth collaboration, we would like to outline our expectations and guidelines:

1. **Communication:** Regular updates will be provided on project progress.
2. **Feedback:** Timely feedback is essential for us to meet your requirements.
3. **Responsiveness:** We encourage prompt responses to queries to avoid delays.
4. **Documentation:** Please ensure all necessary documents are shared at the start.
5. **Meeting Schedule:** Regular meetings will be scheduled to discuss updates and concerns.

We believe that adhering to these guidelines will help us deliver the best results for you. Should you have any questions, feel free to reach out.

Thank you for your collaboration.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]