

Client Performance Criteria

Date: [Insert Date]

To: [Client Name]

From: [Your Name]

Subject: Client Performance Criteria Agreement

Dear [Client Name],

We are pleased to outline the performance criteria that will guide our working relationship. These criteria have been established to ensure clarity and mutual understanding of expectations.

Performance Criteria

1. **Quality of Service:** [Detail specific quality measures]
2. **Timeliness:** [Specify deadlines and response times]
3. **Communication:** [Outline communication frequency and methods]
4. **Feedback Mechanism:** [Describe how feedback will be handled]
5. **Compliance:** [Mention any relevant compliance requirements]

We believe that adherence to these criteria will contribute to a successful partnership. Please review the above points and let us know if you have any questions or suggestions.

Thank you for your attention.

Best regards,

[Your Name]

[Your Title]

[Your Company]