

Constructive Criticism Letter Template

Date: [Insert Date]

To: [Consultant's Name]

From: [Your Name]

Subject: Feedback on Recent Consultancy Services

Dear [Consultant's Name],

I hope this message finds you well. I want to take a moment to express my appreciation for the efforts you have put into the consultancy services provided to our team. Your expertise has been valuable to us in many ways.

That said, I would like to share some constructive feedback regarding certain aspects of our recent collaboration. Firstly, I noticed that [specific observation or issue]. For example, [provide a specific instance or context]. This led to [describe any consequences or impacts].

Additionally, I believe there could be improvements in [another specific area]. Ensuring [suggest a solution or improvement] would enhance the effectiveness of your approach and better align with our expectations.

Ultimately, my intention is to help foster a more productive partnership going forward. I truly believe that addressing these points will lead to improved outcomes for both parties.

Thank you for considering this feedback. I look forward to discussing this further and collaborating on ways to enhance our work together.

Best regards,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]