

# Client Engagement Assessment

Date: [Insert Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

We hope this letter finds you well. As part of our commitment to ensuring a productive partnership, we would like to conduct a Client Engagement Assessment to better understand your needs and expectations.

The assessment will involve a review of our current collaborations, the effectiveness of our communication, and areas for improvement. We value your feedback and encourage you to share your thoughts openly.

Please find attached a brief questionnaire that will facilitate this process. We kindly ask you to complete it by [Insert Deadline].

Thank you for your continued partnership. We look forward to your insights and fostering an even stronger relationship.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]