

# Client Relationship Audit Letter

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Client Name]

[Client Company Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

We hope this message finds you well. As part of our commitment to improving our services and ensuring a mutually beneficial partnership, we are conducting a client relationship audit.

The purpose of this audit is to assess our current relationship, identify areas for improvement, and gather feedback to enhance our collaboration.

We kindly ask you to share your thoughts and insights on the following:

- Your satisfaction with our services
- Communication effectiveness
- Areas where we can improve
- Future expectations

Please feel free to respond via email or schedule a convenient time for a call. Your feedback is invaluable to us.

Thank you for your continued partnership. We look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]