

Consultancy Feedback Documentation

Date: [Insert Date]

To: [Consultant Name]

From: [Your Name]

Subject: Feedback on Consultancy Services

Overview

We appreciate the insights and efforts you have put into our recent project. Below is the feedback based on your consultancy services.

Strengths

- Demonstrated in-depth knowledge of [specific area].
- Provided practical solutions that were easy to implement.
- Excellent communication skills, facilitating a smooth collaboration.

Areas for Improvement

- More detailed timelines for deliverables would enhance planning.
- A structured follow-up mechanism on progress could be beneficial.
- Consider providing more examples of past successes to build confidence.

Conclusion

Overall, we found your input valuable and look forward to working together in the future. Thank you for your contributions.

Best regards,

[Your Name]

[Your Position]

[Your Company]