

Consultancy Feedback Summary

Date: [Insert Date]

To: [Stakeholder Name]

From: [Your Name]

Subject: Feedback Summary for [Project Name]

Introduction

This document summarizes the feedback received from stakeholders regarding the consultancy services provided for [Project Name].

Key Findings

- **Strengths:** [List notable strengths of the consultancy services]
- **Areas for Improvement:** [List areas needing improvement]
- **Overall Satisfaction:** [Provide a summary of satisfaction levels]

Specific Feedback

Below are the specific comments received from stakeholders:

- [Stakeholder 1's feedback]
- [Stakeholder 2's feedback]
- [Stakeholder 3's feedback]

Next Steps

We recommend the following actions to address the feedback:

- [Action 1]
- [Action 2]
- [Action 3]

Conclusion

Thank you for your partnership in this project. We look forward to implementing the feedback and enhancing our consultancy services.

Best regards,

[Your Name]
[Your Job Title]
[Your Company]