

Consultancy Project Evaluation

To: [Consultant's Name]

From: [Your Name/Organization]

Date: [Insert Date]

Dear [Consultant's Name],

We are writing to formally evaluate the consultancy project titled "[Project Title]" that you have completed for [Organization Name] from [Start Date] to [End Date].

Project Objectives

The primary objectives of the project were:

- [Objective 1]
- [Objective 2]
- [Objective 3]

Achievements

We appreciate the following outcomes achieved during this project:

- [Achievement 1]
- [Achievement 2]
- [Achievement 3]

Recommendations

For future projects, we recommend:

- [Recommendation 1]
- [Recommendation 2]
- [Recommendation 3]

Overall, we are satisfied with the work completed and would be open to future collaborations. Thank you for your efforts and dedication to this project.

Best regards,

[Your Signature]

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]