

# Consultancy Relationship Audit

Date: [Insert Date]

To: [Consultancy Firm Name]

Attn: [Consultant's Name]

[Consultancy Firm Address]

Dear [Consultant's Name],

We are conducting a comprehensive audit of our consultancy relationship and would appreciate your cooperation in this process. The objective of this audit is to evaluate the effectiveness of our collaboration and identify areas for improvement.

We kindly request the following information to facilitate our audit:

- Detailed reports on all projects undertaken.
- Feedback on the consultancy services provided.
- Any challenges faced during our collaboration.
- Suggestions for enhancing our partnership.

Please provide the requested information by [Insert Due Date]. Should you have any questions, feel free to reach out to us at [Your Contact Information].

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Contact Information]