

Consultancy Service Appraisal

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, ZIP Code]

Dear [Client's Name],

We appreciate your collaboration with [Consultancy Firm Name] throughout the past [duration of service]. We value your feedback and would like to formally evaluate the consultancy services provided.

Appraisal Summary

1. **Quality of Service:** [Comments on quality]
2. **Communication:** [Comments on communication]
3. **Impact on Objectives:** [Comments on impact]
4. **Suggestions for Improvement:** [Any suggestions]

Please complete the attached appraisal form and return it by [insert deadline]. Your insights are invaluable to us as we strive to enhance our services.

Thank you for your time and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Consultancy Firm Name]

[Contact Information]