

# Consultancy Effectiveness Assessment

Date: [Insert Date]

To: [Consultant's Name]

[Consultant's Company]

[Consultant's Address]

Dear [Consultant's Name],

We are writing to assess the effectiveness of the consultancy services you provided to [Client's Organization] during [Project Duration]. Your expertise and insights were valued during this period, and we would like to evaluate various aspects of your performance.

## Assessment Criteria

- Understanding of client needs
- Quality of deliverables
- Timeliness of project completion
- Value added to the organization
- Communication and collaboration

We request your feedback on the aforementioned criteria and any additional observations you may have that could help us enhance our future collaborations. Please complete the assessment by [Insert Deadline].

Thank you for your cooperation. We appreciate your contributions to our organization.

Sincerely,

[Your Name]

[Your Position]

[Client's Organization]

[Contact Information]