

# Consultancy Outcomes Review

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

Dear [Client's Name],

We appreciate the opportunity to work with you and are writing to summarize the outcomes of our recent consultancy project.

## Project Overview

[Brief description of the project objectives and scope]

## Key Outcomes

- [Outcome 1]
- [Outcome 2]
- [Outcome 3]

## Recommendations

[Brief summary of recommendations moving forward]

Thank you for your collaboration throughout this process. We look forward to your feedback and the possibility of future projects together.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]