

# Partnership Contract Evaluation

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally evaluate our ongoing partnership as outlined in our existing contract dated [Insert Contract Date]. This evaluation aims to assess the performance and outcomes of our collaborative efforts, identify strengths and areas for improvement, and discuss potential adjustments to our agreement.

## 1. Partnership Objectives

[Briefly outline the initial objectives of the partnership.]

## 2. Achievements

[Detail the significant achievements and milestones reached during the partnership.]

## 3. Performance Metrics

[Provide an analysis of the performance metrics agreed upon in the contract.]

## 4. Areas for Improvement

[Discuss any areas where performance did not meet expectations.]

## 5. Recommendations

[Offer recommendations for improving the partnership moving forward.]

We appreciate the opportunity to work together and look forward to your feedback. Please let us know your availability for a meeting to discuss this evaluation in further detail.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]