

Agency Contract Evaluation

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone]

To: [Agency Name]

[Agency Contact Name]

[Agency Address]

[City, State, Zip Code]

Subject: Evaluation of Agency Contract

Dear [Agency Contact Name],

We are writing to formally evaluate our ongoing contract with your agency, which was initiated on [Contract Start Date]. This evaluation process is essential for assessing the alignment of the services provided by your agency with our company's goals and requirements.

Below are the key areas we will be focusing on during this evaluation:

- Performance Metrics
- Quality of Services
- Communication Effectiveness
- Timeliness of Deliverables
- Budget Compliance

Please provide us with the relevant information, feedback, and any documentation that may assist us in this evaluation by [Response Deadline]. We appreciate your cooperation and look forward to a constructive review process.

Thank you for your attention to this matter. Should you have any questions, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]