

Anniversary Contract Performance Summary

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Anniversary Contract Performance Summary

Dear [Recipient's Name],

As we reach the anniversary of our contract, I would like to take this opportunity to summarize the performance and key achievements throughout the duration of our partnership.

Performance Overview

- Contract Start Date: [Insert Start Date]
- Current Status: [Insert Current Status]
- Total Deliverables: [Number of Deliverables]
- Deliverables Completed: [Number Completed]
- Performance Metrics: [Insert Key Metrics]

Achievements

Throughout the year, we have achieved the following milestones:

1. [Achievement 1]
2. [Achievement 2]
3. [Achievement 3]

Future Goals

Looking forward, our goals for the upcoming year include:

- [Goal 1]
- [Goal 2]
- [Goal 3]

We appreciate your collaboration and commitment to our mutual success. Thank you for being a valued partner.

Sincerely,

[Your Name]
[Your Position]
[Your Company]