

Feedback on Performance Improvement

Date: [Insert Date]

To: [Service Provider's Name]

From: [Your Name]

Subject: Feedback on Performance under the Professional Services Agreement

Dear [Service Provider's Name],

We appreciate your commitment to the services outlined in our agreement dated [Insert Agreement Date]. However, we have identified several areas where we believe there is room for improvement to enhance overall performance.

Areas for Improvement

1. **Communication:** Timeliness and clarity in updates need to be enhanced.
2. **Quality of Deliverables:** Some recent submissions did not meet the expected standards. Please ensure adherence to quality benchmarks.
3. **Collaboration:** Increased collaboration with our team will help in understanding our needs better.

We value our partnership and believe that addressing these points will enable us to achieve our mutual goals effectively. We would appreciate your thoughts on this feedback and any action plans you may suggest.

Thank you for your attention to these matters. We look forward to your response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]