

Partner Collaboration Assessment

Date: [Insert Date]

To: [Partner's Name]

From: [Your Name]

Subject: Collaboration Assessment

Dear [Partner's Name],

We are writing to assess our current collaboration and explore opportunities for improvement. As partners in [Project/Initiative Name], it is essential to evaluate our progress and alignment.

Key Areas of Assessment

- **Communication:** Evaluate the effectiveness of our communication channels.
- **Goals Alignment:** Review our shared objectives and outcomes.
- **Resource Sharing:** Discuss resource allocation and management.
- **Feedback Mechanisms:** Assess our feedback processes.

We invite you to provide your insights regarding these key areas by [Deadline Date]. Your feedback is invaluable as we aim to strengthen our partnership.

Thank you for your continued collaboration. We look forward to your input.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]