

Collaboration Evaluation Letter

Date: [Insert Date]

To: [Recipient's Name] [Recipient's Position] [Organization]

From: [Your Name] [Your Position] [Your Organization]

Dear [Recipient's Name],

I hope this message finds you well. As we conclude our recent collaboration on [Project Name/Description], I wanted to take a moment to reflect on our partnership and provide an evaluation of our combined efforts.

Overall, I believe our collaboration has been [**Successful/Challenging/Productive**]. Here are some key points for consideration:

- **Strengths:** [List strengths of the collaboration]
- **Areas for Improvement:** [List areas for improvement]
- **Achievements:** [Highlight significant achievements]

Moving forward, I would be interested in discussing how we can enhance our collaboration for future projects. Your feedback would be invaluable in guiding this conversation.

Thank you once again for your efforts and partnership. I look forward to your thoughts.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]