

Partnership Performance Assessment

Date: [Insert Date]

To: [Partner's Name]

[Partner's Address]

Dear [Partner's Name],

We are writing to conduct a performance assessment of our partnership over the past [insert time frame]. This assessment is crucial to understanding our achievements and areas for improvement.

Key Performance Indicators

- Achievement of goals: [Details]
- Communication effectiveness: [Details]
- Collaboration efficiency: [Details]

Strengths

[List strengths observed during the partnership]

Areas for Improvement

[List areas that require attention]

Next Steps

We would like to schedule a meeting to discuss this assessment further and develop an action plan to enhance our collaboration. Please let us know your availability.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]