

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 timeframe]. This assessment aims to evaluate our collaboration and identify areas for further improvement.

Performance Overview

Throughout the partnership, we have accomplished the following objectives:

- [Objective 1]
- [Objective 2]
- [Objective 3]

Strengths

Our collaboration has shown strengths in the following areas:

- [Strength 1]
- [Strength 2]
- [Strength 3]

Areas for Improvement

To enhance our partnership, we should focus on:

- [Improvement Area 1]
- [Improvement Area 2]
- [Improvement Area 3]

We value your feedback and would appreciate your thoughts on the assessment. Please reply by [insert deadline]. Together, we can continue to strengthen our partnership.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]