

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am reaching out to request a comprehensive evaluation of our current partnership portfolio. As we aim to enhance our collaborative efforts and maximize mutual benefits, a thorough assessment of our joint initiatives will provide valuable insights.

Please include an analysis of the strengths, weaknesses, and opportunities associated with our partnership. Additionally, any recommendations for future improvements would be greatly appreciated.

We appreciate your attention to this matter and look forward to your insights. Please let me know if you require any further information to facilitate this evaluation.

Thank you for your support.

Sincerely,

[Your Name]

[Your Position]

[Your Company]