

Partnership Performance Review Request

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. As part of our commitment to fostering open communication and continual improvement in our partnership, we would like to formally request a performance review meeting at your earliest convenience.

During this meeting, we aim to discuss the progress of our collaboration, address any challenges that may have arisen, and explore opportunities for further strengthening our partnership. It would be beneficial to assess our joint goals and ensure alignment moving forward.

Please let us know your availability in the upcoming weeks, and we will do our best to accommodate. Thank you for your attention to this request, and we look forward to your response.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]