

# Annual Service Review Letter

Date: [Insert Date]

To: [Partner's Name]

Company: [Partner's Company]

Address: [Partner's Address]

Dear [Partner's Name],

We hope this letter finds you well. As part of our commitment to maintaining strong partnerships, we are writing to schedule our annual service review. This meeting will provide us with an opportunity to assess our collaboration over the past year and discuss any areas for improvement.

We would like to propose the following dates for this review:

- [Proposed Date 1]
- [Proposed Date 2]
- [Proposed Date 3]

During the meeting, we will cover key performance metrics, address any concerns, and align our goals for the coming year. Please let us know your availability among the proposed dates.

Thank you for your continued partnership. We look forward to your response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]