

Client Needs Assessment

Date: [Insert Date]

To: [Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

We appreciate the opportunity to work with you and are committed to understanding your needs to provide the best possible service. To help us assess your requirements, we have created a brief questionnaire.

Please take a moment to answer the following questions:

1. What are your primary goals for this project?
2. What challenges are you currently facing?
3. What is your target timeline?
4. What budget constraints should we be aware of?
5. Are there any specific services or products you are interested in?

We would appreciate your responses by [Insert Date]. This information will allow us to tailor our services to better meet your needs.

Thank you for your time and cooperation. We look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]