

Request for Partnership Evaluation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an evaluation of our current partnership between [Your Organization's Name] and [Recipient's Organization's Name]. Our collaborative efforts over the past [insert timeframe] have yielded positive results, and we believe it is essential to assess our performance and identify areas for improvement.

We would appreciate the opportunity to meet with you and your team to discuss the evaluation process and any specific criteria that should be considered. Our goal is to ensure that our partnership continues to be beneficial for both parties.

Please let us know your availability for a meeting in the upcoming weeks. Thank you for your attention to this matter, and I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]