

Partnership Effectiveness Review

Date: [Insert Date]

To: [Partner's Name]

From: [Your Name]

Subject: Partnership Effectiveness Review

Dear [Partner's Name],

I hope this message finds you well. As part of our commitment to continuously improve our collaboration, we would like to conduct a Partnership Effectiveness Review for the [specific project/initiative]. This review aims to assess our joint efforts and identify areas for enhancement.

Review Objectives

- Evaluate the achievements of our partnership
- Identify strengths and challenges faced
- Discuss opportunities for future improvement

Proposed Agenda

1. Introduction and objectives
2. Review of key milestones
3. Feedback from both parties
4. Action points and next steps

We propose scheduling this review on [insert date and time]. Please let us know your availability or if you have any specific topics you would like to discuss.

Thank you for your ongoing partnership and dedication. We look forward to your feedback and continuing our successful collaboration.

Warm regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]