

Quarterly Business Partner Performance Assessment

Date: [Insert Date]

To: [Business Partner's Name]

From: [Your Name]

Subject: Quarterly Performance Assessment

Dear [Business Partner's Name],

As part of our ongoing commitment to fostering a productive partnership, we have conducted a performance assessment for the past quarter. Below are the key performance indicators and insights regarding our collaboration:

Performance Metrics

- Sales Growth: [Insert Percentage/Value]
- Customer Satisfaction: [Insert Score/Percentage]
- Timeliness of Deliverables: [Insert Rating]
- Quality of Services/Product: [Insert Rating]

Strengths

[Highlight key strengths observed during the assessment]

Areas for Improvement

[Identify areas where enhancement is needed]

Goals for Next Quarter

[Set forth goals and objectives for the upcoming quarter]

We value your partnership and are committed to supporting your efforts to achieve these goals. Please feel free to reach out if you have any questions or need further clarification.

Thank you for your continued collaboration.

Sincerely,

[Your Name]
[Your Title]
[Your Company]