

Date: [Insert Date]

[Partner's Name]

[Partner's Position]

[Company's Name]

[Company's Address]

Dear [Partner's Name],

I hope this message finds you well. As part of our continuous effort to enhance our collaboration and achieve mutual goals, we would like to schedule a discussion regarding the performance assessment of our partnership over the past [insert time period].

The objective of this discussion will be to review our shared successes, address any challenges we have faced, and explore opportunities for improvement and growth moving forward.

We propose to hold this meeting on [insert proposed date and time]. Please let us know if this works for you or if there are other times that would be more convenient.

Thank you for your attention to this matter. We look forward to your positive response and to further strengthening our partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]