

Business Partner Progress Review

Date: [Insert Date]

To: [Partner Name]

From: [Your Name]

Subject: Progress Review Meeting Invitation

Dear [Partner Name],

I hope this message finds you well. As part of our ongoing partnership and commitment to mutual growth, I would like to schedule a progress review meeting to discuss our current initiatives and evaluate our achievements over the past [time period].

The agenda for the meeting will include:

- Overview of current projects
- Achievements and challenges faced
- Opportunities for future collaboration
- Next steps and action items

Please let me know your availability for the week of [insert specific dates] so we can finalize the details. Your insights and feedback are invaluable as we continue to strengthen our partnership.

Looking forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]