

# Contract Performance Review

Date: [Insert Date]

To: [Contractor Name]

From: [Your Name / Company Name]

Subject: Contract Performance Review for [Contract Name/Number]

Dear [Contractor Name],

We are writing to conduct a performance review regarding our contract dated [Insert Contract Date]. This review aims to assess the execution of the contract terms and identify areas of strength and opportunities for improvement.

## Performance Overview

Throughout the review period, we have observed the following:

- [List specific achievements or milestones met]
- [List particular challenges faced]

## Areas for Improvement

Additionally, we have noted areas where performance could be enhanced:

- [Specify areas needing improvement]
- [Provide suggestions or recommendations]

## Next Steps

We would like to schedule a meeting to discuss this review in detail and collaborate on strategies to optimize performance moving forward. Please let us know your availability for the week of [Insert Date].

Thank you for your attention to this matter. We appreciate your cooperation and commitment to ensuring the success of this contract.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]  
[Your Contact Information]