

# Contract Performance Assessment

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

Subject: Performance Assessment of Contract No. [Insert Contract Number]

We are writing to conduct a performance assessment regarding the services provided under the above-mentioned contract. This assessment aims to evaluate the performance metrics defined at the outset of our agreement and ensure compliance with the established standards.

Highlights of the assessment include:

- Quality of Service: [Insert comments]
- Timeliness of Deliverables: [Insert comments]
- Communication and Collaboration: [Insert comments]
- Adherence to Budget: [Insert comments]

We request your cooperation in the completion of the enclosed performance evaluation form by [Insert Deadline]. Your feedback is invaluable in refining our processes and ensuring continued success.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]