

# Client Engagement Review

Date: [Insert Date]

To: [Client's Name]

From: [Your Company/Your Name]

Subject: Client Engagement Review

Dear [Client's Name],

We hope this message finds you well. As part of our commitment to ensuring an effective partnership and continuous improvement, we would like to conduct a review of our engagement over the past [insert time period].

## Review Agenda

- Overview of Objectives
- Performance Metrics
- Feedback & Insights
- Future Goals & Strategies

## Key Achievements

[List key achievements here]

## Areas for Improvement

[List areas for improvement here]

## Next Steps

We would like to propose a meeting on [insert proposed date and time] to discuss the above topics in detail. Please let us know your availability.

Thank you for your continued partnership. We look forward to your feedback.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]