

[Your Name]
[Your Job Title]
[Agency Name]
[Date]

[Client Name]
[Client Job Title]
[Company Name]
[Company Address]

Dear [Client Name],

As we approach the end of [Period, e.g., the quarter/the year], I would like to schedule a formal partnership review to discuss our recent recruitment efforts for [Company Name].

The purpose of this review is to ensure our services continue to align with your evolving talent requirements and business goals. During our meeting, I propose we cover the following:

- **Performance Metrics:** Reviewing time-to-hire, quality of candidates, and retention rates for recent placements.
- **Current Search Status:** Updates on active roles and feedback on the current candidate pipeline.
- **Market Insights:** Sharing data on current salary trends and competitor hiring activity within your sector.
- **Future Strategy:** Discussing your hiring roadmap for the upcoming [Period] to ensure we are prepared for your resource needs.
- **Process Improvement:** Gathering your feedback on our communication and screening process to further optimize our partnership.

We value our relationship with [Company Name] and are committed to delivering the highest level of service. Please let me know your availability for a 30-minute call or meeting during the week of [Date].

I look forward to hearing from you.

Sincerely,

[Your Signature]
[Your Phone Number]
[Your Email Address]