

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Client Name]
[Client Company Name]
[Client Address]

Subject: Feedback Request - End of Probationary Period

Dear [Client Name],

As we have now reached the end of our initial probationary period, I would like to take a moment to check in regarding the services provided to date.

Our goal is to ensure that we are meeting your expectations and delivering the highest quality of work. Your feedback is essential in helping us refine our processes and improve our ongoing partnership.

Could you please provide your thoughts on the following?

- Are you satisfied with the quality of the deliverables provided so far?
- Is the current level of communication and responsiveness meeting your needs?
- Are there any specific areas where you feel we could improve or adjust our approach?

Please let me know if you would like to schedule a brief call to discuss this feedback in person, or feel free to reply to this email at your convenience.

We value your business and look forward to continuing our successful collaboration.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]