

[Date]

[Client Name]

[Client Title]

[Company Name]

[Company Address]

Subject: Post-Probation Review and Alignment - [Project/Account Name]

Dear [Client Name],

Now that we have completed the initial [Number]-month onboarding and probation period, I would like to take a moment to review our progress and ensure our continued partnership remains aligned with your business goals.

Performance Review

Since we began our engagement on [Start Date], we have successfully achieved the following milestones:

- [Milestone/Achievement 1]
- [Milestone/Achievement 2]
- [Milestone/Achievement 3]

Feedback Request

To ensure we are providing the highest level of service, I would appreciate your feedback on the following:

- Are there any areas where our current workflow could be improved?
- Are the communication frequency and reporting formats meeting your needs?
- Are there any new priorities or shifts in strategy we should be aware of for the next quarter?

Next Steps and Alignment

Moving forward, our primary focus will be [Key Objective 1] and [Key Objective 2]. We are committed to [Specific Goal] and will continue to adjust our approach based on your evolving requirements.

I would welcome a brief call next week to discuss these points in person. Please let me know a time that works best for you.

Thank you for your continued trust and partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company]