

[Date]

[Client Name]

[Client Company Name]

[Address Line 1]

[Address Line 2]

Dear [Contact Person Name],

**Subject: Service Review - Completion of Probationary Period**

I am writing to formally notify you that we have successfully completed the initial probationary period for the services provided to [Project Name/Company Name].

As we transition into the next phase of our partnership, we are committed to maintaining high standards of quality and efficiency. To ensure we are meeting your expectations, we would greatly appreciate your feedback regarding our performance during this initial stage.

Please take a moment to answer the following questions:

- How satisfied are you with the quality of work delivered so far?
- How would you rate our communication and responsiveness?
- Are there any specific areas where we can improve our service?
- Do you have any other comments or suggestions?

Your feedback is vital to our continuous improvement. Please feel free to reply to this email or we can schedule a brief 10-minute call to discuss your thoughts.

Thank you for your continued trust in our services. We look forward to a long and successful collaboration.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]