

[Your Name]
[Your Title]
[Your Company Name]
[Date]

[Recipient Name]
[Recipient Title]
[Recruitment Agency Name]
[Agency Address]

Subject: Annual Recruitment Partnership Review - [Year]

Dear [Recipient Name],

As we approach the end of the year, I would like to schedule a formal review of our recruitment partnership. This meeting will serve as an opportunity to evaluate our collaboration over the past twelve months and align our strategies for the upcoming year.

During this review, we would like to discuss the following points:

- Key performance metrics and placement success rates.
- Quality of candidates and cultural alignment.
- Time-to-fill and cost-per-hire statistics.
- Feedback on the communication and submission process.
- Anticipated hiring needs and volume for [Next Year].

We value the relationship we have built with [Recruitment Agency Name] and aim to ensure our partnership remains productive and mutually beneficial. Please let me know your availability during the week of [Date] for a 60-minute meeting via [Video Call/In-Person].

I look forward to your feedback and to continuing our work together.

Best regards,

[Signature]

[Your Printed Name]