

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

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

Dear [Client Contact Person Name],

Subject: Feedback Request - Conclusion of Initial Probationary Service Period

We are writing to formally note that our initial [Number of Months] month probationary service period has come to a conclusion. At [Your Company Name], we value our partnership and aim to ensure our services align perfectly with your business objectives.

As we move into the next phase of our long-term agreement, we would greatly appreciate your feedback on our performance to date. Specifically, we would like to know:

- Are you satisfied with the quality of the deliverables provided?
- Is our communication meeting your expectations?
- Are there any specific areas where we can improve our support?
- Are there any new goals or projects you would like us to prioritize?

Please feel free to reply to this email or let us know if you would like to schedule a brief call to discuss your experience so far.

We look forward to continuing our successful collaboration.

Sincerely,

[Your Name]
[Your Title]
[Your Contact Information]