

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

[Recipient Name]
[Recipient Title]
[Search Firm Name]

Subject: Request for Executive Search Service Evaluation

Dear [Recipient Name],

Following the recent conclusion of our search for the [Position Name] role, we are conducting a formal evaluation of the executive search services provided by [Search Firm Name].

To help us assess the effectiveness of our partnership, we request a summary report or a meeting to review the following metrics:

- Time-to-fill and adherence to the project timeline.
- Diversity and quality of the initial candidate pool.
- Effectiveness of the screening and interviewing process.
- Final placement retention and integration status.
- Feedback regarding the communication flow during the search.

We would like to schedule this review by [Date]. Please let us know your availability for a brief call or if you prefer to submit a written performance summary first.

Thank you for your assistance in this process.

Sincerely,

[Your Signature]
[Your Printed Name]