

[Date]

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

Dear [Client Name],

Congratulations on the successful appointment of [Placed Candidate Name] as your new [Job Title]. We are confident that their leadership will be a significant asset to [Company Name].

As we conclude this search engagement, we would appreciate your feedback regarding our performance. Please find a brief evaluation form attached, or you may provide your thoughts on the following areas:

- The quality and diversity of the candidate shortlist.
- Our understanding of your company culture and strategic needs.
- The effectiveness of our communication throughout the process.
- The overall professionalism of our search team.

Your insights are essential for us to maintain the highest standards of service. We have valued our partnership during this search and look forward to the opportunity to work with you again in the future.

We will follow up with you in six months to check on [Placed Candidate Name]'s integration and progress.

Sincerely,

[Your Name]
[Your Title]
[Search Firm Name]