

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

[Client Name]  
[Client Company Name]  
[Client Address]  
[City, State, Zip Code]

Subject: Annual Partnership Review and Feedback Request

Dear [Client Contact Name],

As we approach the end of our [Current Year/Quarter], I would like to take a moment to thank you for your continued trust in [Your Company Name]. We value our partnership and are committed to ensuring that our services consistently align with your business objectives.

In the interest of continuous improvement, we would appreciate your feedback on the following areas:

- **Service Quality:** Are our current deliverables meeting your expectations?
- **Communication:** Is our team providing timely and clear updates?
- **Value:** Are there any specific areas where we can provide more strategic support?
- **Growth:** What are your primary goals for the upcoming year that we should prepare for?

Please feel free to reply to this email with your thoughts, or if you prefer, we can schedule a brief 15-minute call to discuss your feedback in more detail.

Thank you for your time and for being a valued partner. We look forward to achieving even greater success together in the future.

Best regards,

[Your Signature]  
[Your Printed Name]  
[Your Title]