[Company Name]

[Company Address]

[City, State, ZIP Code]

**Subject: Request for Partnership Performance Review**

Dear [Partner’s Name],

We hope this message finds you well. As part of our commitment to fostering a successful and mutually beneficial partnership, we would like to schedule a performance review of our ongoing collaboration under the [PARTNERSHIP AGREEMENT NAME], dated [AGREEMENT DATE].

The purpose of this review is to evaluate the progress of our partnership objectives, discuss any challenges or areas for improvement, and identify opportunities to enhance our collaboration moving forward.

**Key Topics for Discussion**:

1. **Review of Key Performance Indicators (KPIs)**: [*Specify metrics, e.g., “sales targets, project milestones, or customer satisfaction scores.”*]
2. E**valuation of Roles and Responsibilities**: [e.g., “Ensure alignment with agreed-upon **deliverables.”]**
3. **Feedback Exchange**: [*e.g., “Share insights on what is working well and areas for improvement.”*]
4. **Opportunities for Growth**: [*e.g., “Explore new initiatives, expanded scope, or resource sharing.”*]

**Proposed Date and Time**:

We suggest holding the review on [SPECIFIC DATE AND TIME]. Please let us know if this works for you or if an alternative time is more convenient.

If you have additional topics you would like to include in the review, feel free to share them in advance. You can contact [Name, Title] at [Email Address/Phone Number] with any questions or updates regarding this meeting.

We value our partnership and look forward to this opportunity to strengthen our collaboration.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE]

[COMPANY NAME]