

[Your Name]
[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]

[Date]

[Recipient Name]
[Network Name/Management]
[Address]
[City, State, Zip Code]

RE: Referral Network Performance Evaluation - [Time Period]

Dear [Recipient Name],

I am writing to provide a formal evaluation regarding our firm's participation in the [Network Name] for the [Quarter/Year] period. As part of our ongoing commitment to professional excellence, we have completed a review of the leads and services exchanged through this network.

Performance Summary:

- Total Referrals Received: [Number]
- Conversion Rate: [Percentage]%
- Lead Quality Rating: [Scale of 1-10]
- Referrals Sent Out: [Number]

Network Strengths:

[Insert specific strengths, such as communication speed, platform usability, or lead consistency.]

Areas for Improvement:

[Insert specific feedback regarding lead vetting, geographic targeting, or administrative support.]

Overall, we find our partnership with [Network Name] to be [Beneficial/Satisfactory/In Need of Review]. We look forward to discussing these findings with you to further optimize our referral success moving forward.

Thank you for your continued partnership.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]