

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

[Recipient Name]
[Recipient Title]
[Recipient Company Name]

Subject: Annual Partnership Appreciation and Strategic Review Invitation

Dear [Recipient Name],

As we approach the end of another successful year, I would like to express my sincere gratitude for the continued partnership between [Your Company Name] and [Recipient Company Name]. Our collaboration over the past twelve months has been instrumental in achieving [mention a specific key milestone or success].

In the spirit of continuous improvement and alignment, I would like to invite you to an Annual Strategic Review meeting. The purpose of this session is to:

- Review key performance indicators and successes from the past year.
- Identify areas for process improvement and enhanced efficiency.
- Discuss your strategic objectives for the upcoming year.
- Outline how our partnership can evolve to meet your future goals.

I have listed some proposed dates and times for this review below:

- [Option 1: Date and Time]
- [Option 2: Date and Time]
- [Option 3: Date and Time]

Please let me know which of these slots works best for you, or feel free to suggest an alternative time. We can conduct this meeting via video conference or in person at your convenience.

Thank you once again for your trust and collaboration. I look forward to our continued success in the year ahead.

Best regards,

[Your Signature]

[Your Printed Name]