

COMPANY NAME

February 10, 2018

[Recipient Name]

[Title]

[Company Name]

[Street Address]

[City, ST ZIP Code]

Subject: Follow up on implementation status

Dear [Recipient Name]:

I have heard that the project is going well, but I wanted to set up a time soon when we could all meet and really drill down into how things are going. Would a meeting next week with Steve, Jennifer, and you from your team and Bill, Katie, and me from mine work for you?

I want to make sure that we're meeting your expectations in terms of the success criteria that we set up for the project back in May:

- Web site orders placed per customer up 50 percent
- Average dollar value of Web site orders up 25 percent
- Percent of Web site orders that are reorders up 33 percent

I realize that we are only a few months into the project, but I also want to make sure that the implementation is going smoothly so that you are on your way to realizing the \$991,000 first year net return and 90.17 percent ROI that we projected.

It would also be good, while all of the key stakeholders are in the room, to revisit the business needs that you identified at our last meeting (below). If these needs still remain,

YOUR LOGO
HERE

Address Line 1
Address Line 2
City, ST ZIP Code
Country

PHONE	(555) 555-0125
FAX	(555) 555-0125
E-MAIL	someone@example.com
WEB SITE	http://www.tryresearch.net

perhaps we can do more to help you address them. If you now have new challenges, I would like to explore ways that we can help there, too.

- Channel partners were required to place all reorders via their Tailspin Toys salesperson rather than online.
- Partners were shifting seasonal buying to more online-enabled competitors.
- Tailspin Toys sales force was unable to focus on new business while handling reorders.

I hope that we have a chance to meet next week, or at your earliest convenience. Speaking for my team, it's been a pleasure working with your team, and we're all looking forward to new and exciting opportunities to work together in the future.

Sincerely,

[Your Name]

[Title]