

Subject: Annual partnership review

Hey [Name],

I'm doing my annual vendor review and want to make sure we're getting maximum value from our partnership. Can we schedule 30 minutes in the next two weeks?

As an agenda, could we talk through:

- Everything you worked on for us this past year (including one-offs)
- What's working vs. what's not worth doing anymore from your perspective
- What we should cut or replace to make room for better work
- What we're missing that you think we need
- Other ways to expand / consolidate services

Thanks,

[Your name]