

Service Quality Assessment - Travel Agency

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. As part of our commitment to providing the highest level of service, we would appreciate your feedback regarding your recent experience with [Travel Agency Name]. Your insights are invaluable in helping us maintain and improve our service quality.

Service Quality Assessment

Please take a moment to answer the following questions:

1. How satisfied were you with our travel planning services? (1-Not Satisfied, 5-Very Satisfied)
2. How would you rate the responsiveness of our staff? (1-Not Responsive, 5-Very Responsive)
3. Did our team meet your travel expectations? (Yes/No)
4. Please provide any additional comments or suggestions:

Your feedback is greatly appreciated and will help us enhance our services.

Thank you for your time!

Sincerely,

[Your Name]

[Your Position]

[Travel Agency Name]

[Contact Information]