

# Service Quality Assessment

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

We are writing to conduct a comprehensive assessment of the service quality provided to our clients. As part of our commitment to continuous improvement, we value your feedback.

We kindly request you to complete the attached survey, which will help us understand your experience and expectations regarding our services. Your insights are crucial in helping us enhance our offerings.

The survey will take approximately [Insert Duration] to complete and will remain open until [Insert Deadline]. All responses will be kept confidential and used solely for the purpose of this assessment.

Thank you in advance for your participation. We look forward to your invaluable feedback.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]