

Technical Assistance Satisfaction Assessment

Date: _____

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

We hope this message finds you well. As part of our commitment to continuous improvement, we would like to assess your satisfaction with the technical assistance provided by our team during [brief description of the project or assistance].

We value your feedback and would appreciate it if you could take a moment to answer the following questions:

1. How would you rate the quality of the technical assistance provided?
2. Were our team members responsive to your needs?
3. Did the assistance you received meet your expectations?
4. What improvements, if any, would you suggest for future assistance?

Please feel free to provide any additional comments or feedback in the space below:

Thank you for taking the time to help us improve our services. Your satisfaction is important to us.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Contact Information]