

# Annual Service Evaluation Request

Date: [Insert Date]

To: [Service Provider's Name]

Address: [Service Provider's Address]

Dear [Service Provider's Name],

We hope this message finds you well. As part of our commitment to ensuring the highest quality of service, we conduct an annual evaluation of all our service providers. We would like to request your cooperation in completing this year's service evaluation.

Please find attached a questionnaire that covers various aspects of the services provided over the past year. We appreciate your honest feedback, as it is essential for us to assess our mutual relationship and improve our service standards.

We would be grateful if you could return the completed evaluation by [Insert Deadline]. Your input is invaluable, and we thank you in advance for your time and effort.

If you have any questions or require further information, please do not hesitate to contact us at [Your Contact Information].

Thank you for your collaboration.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]