

After-Sales Service Effectiveness Assessment

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are conducting an assessment of our after-sales service effectiveness, and we would like to obtain your valuable feedback. Your insights are crucial for us to enhance our service quality and customer satisfaction.

Assessment Focus Areas

- Response time to inquiries
- Resolution of issues
- Quality of customer care
- Overall satisfaction with the service

We kindly request you to complete the attached survey by [Insert Deadline]. Your responses will remain confidential.

Thank you for your time and support.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]