

Client Satisfaction Recap

Date: [Insert Date]

To: [Client's Name]

From: [Your Name]

Subject: Client Satisfaction Recap

Dear [Client's Name],

Thank you for taking the time to complete our satisfaction survey. We value your feedback and are committed to ensuring that your experience with us exceeds your expectations.

Feedback Overview

Overall Satisfaction: [Insert Rating]

Strengths: [List strengths based on feedback]

Areas for Improvement: [List areas for improvement]

Action Items

- [Action Item 1]
- [Action Item 2]
- [Action Item 3]

We appreciate your partnership and look forward to implementing these improvements. Please feel free to reach out with any additional comments or concerns.

Best Regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]