

# Client Satisfaction Assessment

Date: \_\_\_\_\_

Client Name: \_\_\_\_\_

Client Address: \_\_\_\_\_

Dear [Client's Name],

We hope this message finds you well. As part of our commitment to providing exceptional service, we are conducting a client satisfaction assessment. Your feedback is invaluable to us and will help improve our services.

## **Please take a moment to answer the following questions:**

1. How satisfied are you with our services? (Very Satisfied, Satisfied, Neutral, Unsatisfied, Very Unsatisfied)
2. What do you think about the quality of our services?
3. How would you rate our customer support?
4. What can we do to improve our services?
5. Would you recommend us to others? (Yes/No)

Thank you for your feedback. Please send your responses to us by [return date]. We value your opinions and look forward to continuing to serve you.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]