

# Board Director Assessment of Service Delivery

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

As part of our ongoing commitment to excellence in service delivery, we are conducting an assessment of our current service offerings. This assessment aims to gather insights and feedback that will enable us to enhance our services further.

We kindly request your participation in this evaluation process. Your expertise and perspective as a board director are invaluable to us. Please consider the following key areas when providing your assessment:

- Effectiveness of current service offerings
- Client satisfaction levels
- Areas for improvement
- Opportunities for new services

We would appreciate receiving your feedback by [Insert Deadline]. You may submit your assessment via email at [Insert Email Address] or through our secure feedback portal at [Insert Link].

Thank you for your attention to this important matter. Your contributions will greatly assist us in achieving our strategic goals and delivering outstanding service to our clients.

Warm regards,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Contact Information]