

# Library Service Evaluation Inquiry

Dear [Library Manager's Name],

I hope this message finds you well. I am writing to request your assistance in evaluating the services offered by [Library Name]. As part of our ongoing commitment to improve our library services, we are conducting a survey to gather feedback from our valued patrons.

We would greatly appreciate it if you could take a few moments to complete the attached evaluation form. Your insights will be instrumental in helping us enhance our services and better serve the community.

Thank you for your time and support. If you have any questions or need further information, please feel free to contact me at [Your Email] or [Your Phone Number].

Sincerely,

[Your Name]

[Your Position]

[Library Name]

[Library Address]