

Request for Service Appraisal

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your valuable feedback on the services we recently provided to you. Your insights are essential in helping us maintain and improve the quality of our service.

We would greatly appreciate it if you could take a few moments to share your thoughts on the following:

- Quality of service
- Timeliness of delivery
- Overall satisfaction

Your feedback will be instrumental in guiding our efforts towards better service delivery. Please respond by [due date] if possible.

Thank you for your time and assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]