

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Agency's Name]
[Agency's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly follow up on the feedback I recently provided regarding the services received from [Agency's Name]. Your insights and actions regarding this feedback are greatly appreciated.

As a recipient of your services, I believe that sharing constructive feedback is essential to help improve our community's welfare programs. I would be grateful if you could provide an update on how my feedback is being addressed.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]