

Service Feedback

Date: [Insert Date]

To: [Agency Name]

Address: [Agency Address]

Dear [Agency Director/Manager's Name],

I hope this message finds you well. I am writing to provide feedback regarding my recent experience with [Agency Name] as a client.

Firstly, I would like to express my gratitude for the support I received during [specific service or program]. The staff were incredibly helpful, empathetic, and knowledgeable. I particularly appreciated [mention any specific staff member or aspect of the service that stood out].

However, I would also like to provide some constructive feedback. I encountered challenges with [mention any issues faced, such as wait times, communication, or service accessibility]. It would be beneficial if these areas could be addressed to improve client experience.

Thank you for your dedication to our community. I look forward to seeing the continued improvements at [Agency Name].

Sincerely,

[Your Name]

[Your Contact Information]