

# Service Quality Assessment

Date: [Insert Date]

Dear [Client's Name],

We hope this message finds you well. As part of our commitment to providing high-quality social welfare services, we are conducting a service quality assessment to gather your feedback on the support you have received.

Your insights are invaluable to us, and we kindly ask you to answer the following questions to help improve our services:

1. How satisfied are you with the services provided?
2. What aspects of the service did you find most helpful?
3. Were there any areas where you feel we could improve?
4. Would you recommend our services to others?
5. Any additional comments or suggestions?

Please return your responses by [Insert Due Date]. Your feedback will be kept confidential and used solely for service improvement.

Thank you for your time and assistance. We are committed to serving you better.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]