

User Agreement for Feedback and Evaluation Participation

Date: _____

Dear [User's Name],

Thank you for agreeing to participate in our feedback and evaluation process at [Agency Name]. We value your insights and experiences, and this agreement outlines your participation.

Purpose

The purpose of this agreement is to ensure your understanding of the feedback and evaluation process and your rights as a participant.

Participation

As a participant, you will be asked to provide feedback through [methods, e.g., surveys, interviews]. Your input will help us improve our services.

Confidentiality

Your responses will be kept confidential and used only for the purpose of this evaluation.

Voluntary Participation

Participation is voluntary, and you can withdraw at any time without penalty.

Contact Information

If you have any questions about this agreement, please contact:

[Contact Name]

[Agency Name]

[Phone Number]

[Email Address]

Agreement

By signing below, you agree to participate in the feedback and evaluation process of [Agency Name].

[User's Name]
[Date]

Thank you for your commitment to helping us improve our services.

Sincerely,
[Your Name]
[Your Position]
[Agency Name]