

Quality Assurance Feedback Request

Dear [Recipient's Name],

Thank you for choosing [Organization's Name] for your recent social service intake. We value your feedback and would like to ensure the highest quality of service.

We would appreciate it if you could take a few moments to provide us with your thoughts regarding your experience. Your input is crucial in helping us improve our services and serve our community better.

Feedback Questions:

- How would you rate the intake process? (1-5)
- Were our staff members courteous and helpful?
- What services do you think could be improved?
- Any additional comments or suggestions?

Please reply to this email or contact us at [Contact Information] by [Deadline Date].

Thank you for your time and assistance.

Sincerely,
[Your Name]
[Your Title]
[Organization's Name]