

Feedback on Assistance Received

Date: [Insert Date]

To: [Agency Name]

From: [Your Name]

Subject: Feedback on Assistance Received

Dear [Agency Contact Person's Name],

I hope this message finds you well. I am writing to express my gratitude for the assistance I received from [Agency Name] regarding [specific service or program]. The support provided significantly impacted my situation and helped me navigate through a challenging time.

The [specific details about the service provided - e.g., counseling, financial aid, etc.] was particularly beneficial because [explain how it helped you]. The professionalism and empathy demonstrated by your staff, especially [mention any specific staff member], made a lasting impression on me.

Overall, I am very appreciative of the service provided by [Agency Name]. I would recommend your agency to others in need of similar assistance and will certainly reach out again if I require further support.

Thank you once again for your dedication and assistance.

Sincerely,

[Your Name]

[Your Contact Information]