

Feedback on Your Service Initiative

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Feedback on [Service Initiative Name]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide feedback on the recent [Service Initiative Name] that your agency implemented.

Positive Aspects:

- Great outreach efforts in the community.
- Effective communication with participants.
- Positive impact on [specific outcomes or target group].

Areas for Improvement:

- Consider additional resources for [specific area].
- More frequent follow-ups with participants.
- Enhancing training for volunteers.

Overall, I commend your team for their hard work and dedication. I believe with some adjustments, the initiative can achieve even greater success.

Thank you for your commitment to serving our community. I look forward to seeing how the initiative evolves.

Sincerely,

[Your Name]

[Your Contact Information]