

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request your feedback on the long-term care services provided at [Facility/Service Name]. Your insights are invaluable to us, as we strive to improve our services and ensure the highest quality of care for our residents.

Please take a moment to reflect on your experiences and answer the following questions:

- How would you rate the overall quality of care provided?
- What aspects of our services did you find most beneficial?
- Were there any areas where you felt improvement is needed?
- Any other comments or suggestions?

Thank you for taking the time to share your thoughts. Your feedback is crucial in helping us enhance our services and meet the needs of our community.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]