

Proposal for Service Feedback Collection

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

We hope this message finds you well. As part of our commitment to continuous improvement, we are seeking your assistance in collecting feedback regarding our services.

The purpose of this proposal is to outline our approach to gathering valuable insights from clients like you. We believe that understanding your experience with our services can help us enhance our offerings and better meet your needs.

Objectives:

- To gather constructive feedback on our services.
- To identify areas for improvement.
- To strengthen our client relationships through open communication.

Proposed Methodology:

We propose utilizing online surveys, follow-up interviews, and focus group discussions to collect feedback effectively. All information will remain confidential and will be used solely for the purpose of service enhancement.

Timeline:

We anticipate the feedback collection process will take approximately [insert timeframe], starting from [start date] to [end date].

Next Steps:

If you agree with this proposal, please let us know a convenient time for us to discuss this further. Your feedback is invaluable to us, and we appreciate your consideration of our request.

Thank you for your time and support.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]