

# Feedback on Tech Assistance

Date: [Insert Date]

Recipient Name: [Insert Recipient Name]

Recipient Position: [Insert Recipient Position]

Company Name: [Insert Company Name]

Address: [Insert Address]

Dear [Recipient Name],

I am writing to provide feedback on the technical assistance I received on [Insert Date of Assistance]. Overall, I appreciate the support provided, and I would like to outline my experience below:

## Positive Aspects:

- Prompt response time.
- Knowledgeable and courteous staff.
- Effective resolution of the issue.

## Areas for Improvement:

- Clearer communication on troubleshooting steps.
- Follow-up after the issue was resolved.

Thank you for your attention to this matter. I look forward to seeing improvements in the future and am grateful for the assistance provided.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]