

Service Delivery Performance Evaluation Inquiry

Date: [Insert Date]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. We are currently in the process of evaluating the service delivery performance of our partners and would like to request your input regarding [specific service or project name].

To facilitate this evaluation, we would appreciate it if you could provide us with feedback on the following aspects:

- Quality of Service
- Timeliness of Delivery
- Responsiveness to Inquiries
- Overall Satisfaction

Your insights are valuable to us and will assist in ensuring that we maintain the highest standards of service. Please send your responses by [insert deadline].

Thank you for your cooperation and support.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Your Email]

[Your Phone Number]