

# Performance Feedback Request

Date: [Insert Date]

[Contractor's Name]

[Contractor's Address]

[City, State, Zip Code]

Dear [Contractor's Name],

We hope this message finds you well. As part of our commitment to continuous improvement and maintaining high-quality standards, we would like to request your feedback regarding the recent project completed on [Insert Project Name] from [Start Date] to [End Date].

Your insights on the performance, communication, and overall experience working with our team would be invaluable to us. Please consider responding to the following questions:

- How would you rate the quality of work delivered?
- Were the timelines met as per the initial agreement?
- How effective was the communication throughout the project?
- What areas do you think we could improve upon?
- Would you be willing to collaborate with us in the future?

We appreciate your cooperation and insights, which will help us enhance our services. Please send your feedback to [Your Email Address] by [Feedback Due Date].

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]