

Communication Style Evaluation

Date: [Insert Date]

To: [Recipient's Name]

Subject: Communication Style Evaluation

Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide you with an evaluation of your communication style based on our recent interactions.

Strengths:

- Clarity: Your messages are clear and easy to understand.
- Empathy: You show great understanding and consideration for others' feelings.
- Engagement: You actively involve others in conversations.

Areas for Improvement:

- Conciseness: Aim to be more concise in your messaging.
- Active Listening: Focus on demonstrating more active listening skills.

Please consider this feedback as a constructive way to enhance your communication skills. I am confident that with attention to these areas, you will become an even more effective communicator.

Thank you for your attention to this matter. If you have any questions or would like to discuss this further, please feel free to reach out.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]