

# Stakeholder Satisfaction Assessment

Date: [Insert Date]

To: [Stakeholder Name]

[Stakeholder Title]

[Company/Organization Name]

[Address]

Dear [Stakeholder Name],

We hope this letter finds you well. As part of our ongoing commitment to ensuring stakeholder satisfaction, we are conducting an assessment to gather feedback on our collaboration and services.

Your insights are invaluable to us, and we kindly ask you to take a few moments to respond to the following questions:

- 1. How satisfied are you with our communication? (Very Satisfied, Satisfied, Neutral, Dissatisfied, Very Dissatisfied)
- 2. How would you rate the quality of our services? (Excellent, Good, Average, Poor)
- 3. What areas do you believe we could improve upon?
- 4. Would you recommend our services to others? (Yes, No)

Please feel free to share any additional comments or suggestions.

Thank you for your valuable feedback. We appreciate your time and look forward to continuing our partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Contact Information]