

# Service Delivery Assessment Letter

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to conduct a Service Delivery Assessment regarding [Specify the service or program]. This assessment aims to evaluate the effectiveness, efficiency, and quality of services provided, as well as to identify areas for improvement.

Please find attached the assessment framework and guidelines. We kindly request your cooperation in completing the necessary forms and providing any relevant documentation by [Insert Due Date]. Your input is invaluable in enhancing our services.

If you have any questions or require further clarification, do not hesitate to contact me at [Your Phone Number] or [Your Email Address]. Thank you for your support in this important endeavor.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Address]