

# Service Quality Assessment

Date: [Insert Date]

To: [Recipient Name]

Position: [Recipient Position]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

We are conducting a Service Quality Assessment for our organization, and we would like to gather your feedback regarding our services. Your insights are invaluable in helping us enhance our service delivery and overall customer satisfaction.

Please take a few moments to complete the attached questionnaire. Your responses will be kept confidential and will only be used for internal purposes.

Thank you for your time and assistance. We truly appreciate your input.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]