

Evaluation Request for Service Delivery

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an evaluation of the service delivery provided by [Service Provider's Name] for our recent project titled [Project Name]. As part of our continuous improvement efforts, it is imperative that we assess the overall performance and effectiveness of the services rendered.

Specifically, we are looking to evaluate the following aspects:

- Quality of service
- Timeliness of delivery
- Communication effectiveness
- Overall satisfaction

We would appreciate your insights and feedback on these areas by [specific deadline]. Your evaluation will be instrumental in guiding our future engagements and ensuring that we maintain high standards of service delivery.

Thank you for your attention to this request. Should you need any additional information, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Company]