

# Annual Service Review

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Company: [Recipient's Company]

Dear [Recipient's Name],

As part of our commitment to continuous improvement and performance assessment, we are conducting our annual service review. This letter serves to outline the objectives of the review and the expectations for your input.

Objectives of the Annual Service Review:

- Evaluate service delivery and effectiveness over the past year.
- Identify areas of strength and those needing improvement.
- Discuss future goals and objectives for service enhancement.

We would like to request your feedback on the following:

- Overall satisfaction with the services provided.
- Specific challenges encountered during the year.
- Suggestions for improvements or changes.

Please prepare your responses and submit them by [Insert Deadline]. We will schedule a follow-up meeting on [Insert Meeting Date] to discuss your feedback and any potential action plans.

Thank you for your attention and for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]