

# Service Delivery Evaluation

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to evaluate the service delivery provided by [Service Provider Name] during the period of [Start Date] to [End Date]. Your feedback is invaluable in helping us enhance our services.

## Evaluation Criteria

- Quality of Service
- Timeliness
- Communication
- Customer Support
- Overall Satisfaction

## Your Feedback

Please rate each criterion on a scale of 1 to 5, with 1 being poor and 5 being excellent:

Quality of Service: [ ]

Timeliness: [ ]

Communication: [ ]

Customer Support: [ ]

Overall Satisfaction: [ ]

## Additional Comments

[Please provide any additional comments or suggestions here.]

Thank you for taking the time to evaluate our service delivery. Your feedback will help us improve and better serve you in the future.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]  
[Your Contact Information]