

Request for Service Appraisal

Date: [Insert Date]

To: [Contractor's Name]

[Contractor's Company Name]

[Contractor's Address]

[City, State, Zip Code]

Dear [Contractor's Name],

I hope this message finds you well. I am writing to formally request an appraisal of the services you provided for [Project Name/Description] that took place on [Project Dates].

We appreciate the efforts and dedication your team put into the project, and we would like to evaluate your services based on the following criteria:

- Quality of work
- Timeliness of completion
- Communication and responsiveness
- Adherence to budget

Kindly provide us with your feedback and any additional documentation that can assist in this appraisal by [Response Deadline]. Your insights will be invaluable in our decision-making process for future collaborations.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]