

Request for Evaluation of Service

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company/Organization Name]

[Company 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 I received on [specific date or period of service].

During my experience, I encountered [briefly describe your experience, any issues faced, or positive aspects to highlight]. I believe it is important to provide honest feedback to help improve the quality of your services.

Additionally, any information regarding how my feedback will be utilized would be greatly appreciated. I value the services offered by your organization and hope to continue our relationship moving forward.

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

Sincerely,

[Your Name]