

Utility Satisfaction Assessment Letter

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

We hope this letter finds you well. As part of our commitment to providing excellent service, we are conducting a utility satisfaction assessment to gather feedback on your recent experiences.

We kindly ask you to take a few moments to complete the attached survey. Your insights are invaluable in helping us improve our services and meet your needs more effectively.

Please return the completed survey by [Insert Return Date] to ensure your feedback is included. You can send it via email to [Insert Email] or by mail to [Insert Mailing Address].

Thank you for your time and input. We appreciate your participation in this important assessment.

Sincerely,

[Your Name]

[Your Title]

[Utility Company Name]

[Utility Company Contact Information]