

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Client Name]
[Client Title]
[Client Company Name]
[Address]

Dear [Client Name],

Subject: Quality Assurance and Service Feedback - [Candidate Name] / [Job Title]

Thank you for choosing [Your Company Name] for your recent recruitment needs. Following the successful placement of [Candidate Name] in the role of [Job Title], we are conducting a quality assurance review to ensure our services met your expectations.

We would appreciate it if you could take a few moments to provide feedback on the following areas:

- **Candidate Quality:** Did the candidate's skills and experience align with your requirements?
- **Process Efficiency:** Were you satisfied with the speed and communication throughout the hiring process?
- **Consultant Performance:** Did our team provide professional and helpful support?
- **Overall Satisfaction:** How likely are you to use our services again or recommend us to others?

Your feedback is vital in helping us maintain the highest standards of service. Please feel free to reply to this email with your comments or let us know if you would prefer a brief call to discuss your experience.

We look forward to continuing our partnership and assisting with your future hiring needs.

Sincerely,

[Your Name]
[Your Title]
[Your Phone Number]
[Your Email Address]