

[Your Name]
[Your Title/Company Name]
[Date]

[Recipient Name]
[Recipient Title]
[Agency Name]
[Agency Address]

Subject: Feedback on Client Experience and Request for Service Improvement

Dear [Recipient Name],

I am writing to share my feedback regarding our recent experience with [Agency Name]. As a client, we value our partnership and believe that transparent communication is essential for our mutual success.

While we appreciate [mention a specific strength or positive aspect], we have identified several areas where the client experience could be enhanced:

- [Area of Improvement 1: e.g., Response times and communication frequency]
- [Area of Improvement 2: e.g., Quality and consistency of deliverables]
- [Area of Improvement 3: e.g., Proactive strategic recommendations]

To ensure our objectives are met effectively, we would like to request a formal review of these points. Specifically, we suggest the following improvements:

1. [Specific Request 1: e.g., Implementation of a weekly status report]
2. [Specific Request 2: e.g., A dedicated point of contact for technical issues]
3. [Specific Request 3: e.g., Improved quality assurance checks before submission]

We are committed to maintaining a productive relationship and believe that addressing these items will lead to better outcomes for both parties. I would like to schedule a brief meeting next week to discuss these suggestions and hear your thoughts on how we can streamline our collaboration.

Please let me know your availability for a call.

Sincerely,

[Your Signature]
[Your Printed Name]