

[Date]

[Client Name]

[Client Title]

[Company Name]

[Address]

[City, State, Zip]

Dear [Client Name],

Now that we have successfully completed the search for the [Job Title] position and [Candidate Name] has joined your team, I am writing to follow up on your experience working with our firm.

Our goal is to provide the highest level of service, and your feedback is essential in helping us improve. We would greatly appreciate it if you could take a few minutes to share your thoughts on the search process.

Please consider the following questions:

- How satisfied are you with the quality of the candidates presented?
- How would you rate our communication and responsiveness throughout the search?
- Is there any part of our process that we could improve for future engagements?

You can reply directly to this email or complete our brief online survey at: [Link to Survey].

Thank you for your partnership and for the opportunity to work with [Company Name]. We look forward to supporting your hiring needs again in the future.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Phone Number]

[Email Address]