

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

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

Subject: Search Mandate Completion - Feedback Request

Dear [Client Name],

It has been a pleasure working with you on the recent search for the [Job Title] position. We are pleased that [Candidate Name] has officially joined your team, marking the successful completion of this mandate.

At [Your Company Name], we strive to provide the highest level of service. To help us maintain our standards and improve our processes, we would appreciate your feedback on the following areas:

- The quality and suitability of the candidates presented.
- The efficiency and timeliness of our communication.
- Your overall satisfaction with the search process and final outcome.
- Any areas where we could improve our partnership in the future.

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.

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

Best regards,

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