

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

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

Dear [Client Contact Name],

Subject: Project Completion and Feedback Request - [Project Name/Contract Number]

As we conclude our recent contract for [Project Name], I would like to thank you for the opportunity to work with [Client Company Name]. It has been a pleasure collaborating with your team.

Our goal is to provide the highest quality of service, and your feedback is essential in helping us improve. Please take a moment to answer the following questions regarding our performance:

- Were you satisfied with the final deliverables?
- Did our team communicate effectively throughout the project?
- Were all deadlines met according to the schedule?
- How likely are you to recommend our services to others?
- Do you have any additional comments or suggestions for improvement?

Please send your responses via email or use this link: [Link to Feedback Form].

We value our relationship and look forward to the possibility of working together again in the future. If you have any remaining questions or need further assistance, please do not hesitate to contact me.

Best regards,

[Your Signature]
[Your Printed Name]
[Your Title]