

Business Letter with Reference Sample for Client Feedback

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Client Name]

[Client's Company Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client Name],

We would like to take this opportunity to express our heartfelt appreciation for your continued partnership with [Your Company Name]. As part of our ongoing efforts to provide the highest quality of service, we are committed to continuous improvement and value the feedback of our clients.

We kindly request your input regarding your recent experience with our products/services. Your honest feedback is crucial for us in identifying areas of excellence and those where we can further enhance our offerings.

To assist you, please refer to the **feedback reference sample** below. This format will help us gather the most relevant and constructive information:

Feedback Reference Sample

- **1. Product/Service Purchased:** [Please specify]
- **2. Date of Transaction:** [Please specify]
- **3. Overall Satisfaction (1-5):** [Your rating]
- **4. What did you like most about our product/service?**
- **5. Were there any areas that you feel need improvement?**
- **6. Additional comments or suggestions:**

You may use the template above or provide your feedback in a format most convenient to you. Please reply to this letter or email us at [Your Email Address].

Thank you for your time and valuable insights. We look forward to serving you better in the future.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]