# <<Company Name>>

Street Address, City, ST ZIP Code Country

phone number | fax number

e-mail address | Web site

<<Month, Day Year>>

<<Recipient Name>>  
<<Recipient Address>>

Dear <<Name>>,

Hope this finds you well. Since my practice is based on my ability to provide the best service possible to you. I was hoping you would do me a favor. Would you please take a few minutes to give me some feedback on “How am I doing?”

As always, if you need anything, feel free to give me a call. Thanks you for your time, your honest feedback is sincerely appreciated!

Respectfully,

<<Signature>>

<<Agent Name>>