

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Unit/Department]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Feedback on [Specific Topic/Subject]

I hope this letter finds you in good spirits. I am writing to provide feedback regarding [specific topic or situation].

[Begin with a brief introduction about the context of your feedback].

[Give constructive feedback, including both positive aspects and areas for improvement].

[Suggest potential solutions or alternatives if applicable].

Thank you for considering my feedback. I believe that implementing these suggestions could contribute positively to [specific outcome or goal].

Sincerely,

[Your Name]

[Your Rank/Position, if applicable]

[Your Unit, if applicable]