

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to follow up on the recent repair service provided for [Equipment Name/Type] at [Location/Facility].

As part of our commitment to ensuring optimal performance and customer satisfaction, we would like to know if the repair met your expectations and if the equipment is functioning as intended.

Please share any feedback regarding the service provided, along with any additional concerns you may have. Your input is invaluable to us in maintaining high standards of service.

Thank you for choosing [Your Company]. We look forward to hearing from you soon.

Best regards,

[Your Name]
[Your Position]
[Your Company]
[Phone Number]
[Email Address]