

[Your Name]  
[Your Position]  
[Your Department]  
[Company Name]  
[Date]  
[Recipient Name]  
[IT Department]  
[Company Name]

Dear [Recipient Name],

Subject: Feedback on IT Services

I hope this message finds you well. I am writing to provide feedback regarding the IT services and support we have received recently.

1. **\*\*Positive Aspects\*\***:

- [Detail specific positive experiences, e.g., prompt response to issues, effective solutions, etc.]

2. **\*\*Areas for Improvement\*\***:

- [Highlight any challenges faced, e.g., delays in service, lack of communication, etc.]

3. **\*\*Suggestions\*\***:

- [Offer recommendations for improvement or new features that could enhance service.]

Overall, I appreciate the hard work that the IT team puts into maintaining our systems and assisting with our needs. Thank you for considering this feedback. I am looking forward to seeing further improvements.

Best regards,

[Your Name]  
[Your Contact Information]