

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I want to take a moment to provide you with some constructive feedback regarding [specific situation, project, or performance] that occurred on [specific date or timeframe].

Firstly, I want to acknowledge the positive aspects of your work.

[Highlight specific strengths or successes, e.g., "Your attention to detail in the report was commendable and greatly appreciated."]

However, I believe there are areas where improvements can be made.

[Identify specific areas for improvement, e.g., "I noticed that some deadlines were not met, which impacted the overall project timeline."]

To address these points, I suggest [provide recommendations or solutions, e.g., "considering a time management tool or setting up regular check-ins to stay on track."]

I genuinely appreciate your hard work and dedication, and I believe that with these adjustments, your performance can reach even greater heights.

Thank you for taking the time to consider this feedback. I'm looking forward to seeing your continued growth and success.

Best regards,

[Your Name]
[Your Position]
[Your Company/Organization]