

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Manager's Name]  
[Manager's Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I wanted to take a moment to provide some feedback regarding [specific project, situation, or performance]. Firstly, I would like to express my appreciation for [specific positive aspect or action taken by the manager]. This has greatly contributed to [impact on the team, project, or workplace environment].

However, I believe there are areas where we could improve. Specifically, [mention the areas for improvement]. I think that addressing this could lead to [expected outcomes or benefits].

Thank you for considering my feedback. I am looking forward to your thoughts on this matter.

Sincerely,  
[Your Name]