

[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 express my appreciation for your contributions to [specific project or task]. Your hard work and dedication have not gone unnoticed.

However, I would like to provide some constructive feedback that I believe could help enhance your performance further. [Describe the specific issue or area for improvement]. For example, [provide specific instances or observations].

I recommend [suggest actionable steps or resources that could help]. I believe that making these adjustments could lead to [positive outcome or benefit].

Thank you for taking the time to consider this feedback. I am confident that with these improvements, you will continue to excel in your role. Please feel free to reach out if you'd like to discuss this further.

Best regards,

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