

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Post Office Name]  
[Post Office Address]  
[City, State, Zip Code]

Dear [Postmaster's Name or Post Office Manager],  
I am writing to provide feedback on my recent visit to [Post Office Name]  
on [date of visit].

During my visit, I [describe your reason for visiting, e.g., mailed a  
package, purchased stamps, etc.]. I would like to share my experience  
regarding [specific aspects you want to highlight - customer service,  
wait time, cleanliness, etc.].

[Detailed feedback about your experience, including positive aspects and  
any concerns.]

Overall, my experience was [positive/negative/mixed], and I appreciate  
the effort put forth by the staff. I believe that [any suggestions for  
improvement or commendations].

Thank you for your attention to this feedback. I look forward to seeing  
continued improvements at your post office.

Sincerely,  
[Your Name]