

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

[Recipient Name]  
[Recipient Title]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],  
Subject: Feedback on PJSW

I am writing to provide feedback on the recent [event/program/service] organized by PJSW.

1. **\*\*Introduction\*\***

- Briefly introduce the purpose of the letter.

2. **\*\*Positive Feedback\*\***

- Highlight specific aspects that were well done.
- Provide examples or experiences.

3. **\*\*Constructive Feedback\*\***

- Mention areas for improvement.
- Suggest possible solutions or alternatives.

4. **\*\*Conclusion\*\***

- Thank the recipient for their efforts and consideration.
- Express willingness to discuss further if needed.

Sincerely,

[Your Name]  
[Your Title/Position (if applicable)]  
[Organization Name (if applicable)]