

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

[Department Name]  
[Department Address]  
[City, State, Postcode]

Dear [Recipient's Name / Department Name],

Subject: Feedback on [Specific Topic/Service]

I am writing to provide feedback regarding [specific topic, service, or experience] that I encountered on [date or timeframe].

[Insert a brief description of your experience, including anything you found positive and any areas for improvement.]

Thank you for taking the time to consider my feedback. I believe that [restate any significant points or suggestions].

I appreciate the work that your department does and look forward to seeing how services can continue to improve for the community.

Sincerely,

[Your Name]  
[Your Title or Affiliation, if applicable]  
[Optional: Additional Contact Information]