

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

[Recipient's Name]  
[Recipient's Title]  
[Company Name]  
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Feedback on TQL Services

I hope this message finds you well. I am writing to provide feedback on my recent experience with TQL.

Overall, I appreciate the level of service provided by your team. [Insert specific positive feedback or experiences, e.g., "The responsiveness of the customer service team was commendable"].

However, I did encounter some challenges during the process. [Insert specific issues or suggestions for improvement, e.g., "There were delays in shipment tracking updates that caused some confusion"].

I believe addressing these issues could enhance the overall experience for your clients. Thank you for taking the time to consider my feedback, and I look forward to your continued service.

Sincerely,

[Your Name]

[Your Job Title/Position, if applicable]

[Your Company Name, if applicable]