

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

[Recipient Name]

Xtra.co.nz

[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Feedback on [Specific Service/Product]

I hope this message finds you well. I am writing to provide feedback regarding my recent experience with Xtra.co.nz.

[Start with positive feedback, if any. Mention specific aspects you appreciated.]

However, I would like to address a couple of areas where I believe improvements could be made. [Mention specific issues or suggestions for improvement.]

Thank you for taking the time to consider my feedback. I appreciate your efforts to continuously improve your services.

Best regards,

[Your Name]