

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

[Customer's Name]  
[Customer's Address]  
[City, State, Zip Code]

Dear [Customer's Name],

Thank you for being a valued customer of [Your Company Name]. We continuously strive to improve our products and services, and your feedback is crucial in helping us achieve that goal.

We would appreciate it if you could take a few moments to share your thoughts regarding your recent experience with us. Specifically, we would love to hear about:

- Your overall satisfaction with our product/service
- Any specific features you enjoyed or found lacking
- Suggestions for improvement

Please reply to this letter or contact us at [Email Address] or [Phone Number] to share your feedback. Your insights are invaluable to us and will help shape future developments.

Thank you once again for your support. We look forward to hearing from you soon!

Warm regards,

[Your Name]  
[Your Job Title]  
[Your Company Name]