

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

It has been three months since we finalized your [Project Name/Transaction Type], and I am writing to check in on how things are progressing.

At [Company Name], we are committed to providing the highest level of service. Now that you have had time to settle in, I would appreciate your feedback on your experience working with us. Your insights help us improve our processes and better serve our clients.

Please take a moment to answer these three brief questions:

- Are you satisfied with the final outcome of our work together?
- Is there anything we could have done differently to improve your experience?
- Would you feel comfortable recommending our services to others?

If you have any outstanding questions or if there is anything further I can assist you with, please do not hesitate to reach out to me directly at [Phone Number] or [Email Address].

Thank you for your continued trust in our business.

Sincerely,

[Your Name]

[Your Title]

[Company Name]