

Dear [Recipient's Name],

We hope this message finds you well. We would like to extend our sincere gratitude for your participation in the recent Think Tank Conference held on [Date] at [Location]. Your insights and contributions were invaluable to the discussions.

To ensure that we continue to improve our events, we kindly request your feedback on the conference. Specifically, we would appreciate your thoughts on the following:

- Overall experience of the conference
- Quality of speakers and sessions
- Relevance of topics discussed
- Logistics and organization

We have created a short survey that will take approximately [X minutes] to complete. Please click the link below to provide your feedback:

[Feedback Survey](#)

We value your opinion and look forward to hearing from you by [Deadline Date]. Thank you once again for your participation.

Warm regards,
[Your Name]
[Your Position]
[Organization Name]
[Contact Information]