

# Subject: Request for Feedback on Recent Symposium

Dear [Recipient's Name],

We hope this message finds you well. We would like to extend our heartfelt thanks for your participation in the [Name of Symposium] held on [Date]. Your presence and contributions made a significant impact on the success of the event.

In our continuous effort to improve, we would greatly appreciate your feedback regarding the symposium. Your insights are invaluable to us, and we would love to hear your thoughts on what worked well and areas for improvement.

Could you please take a few moments to provide your feedback by [Feedback Deadline]? You can reply to this email or, if you prefer, fill out our brief survey [here](#).

Thank you once again for your time and support. We look forward to hearing from you.

Best regards,

[Your Name]

[Your Title]

[Your Institution/Organization]

[Contact Information]