

# Library Event Quality Assessment

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We would like to thank you for attending our recent event, [Event Name], held on [Event Date]. Your participation is greatly valued.

To ensure we continue to provide high-quality events, we kindly request your feedback. Please take a moment to reflect on the following questions:

- How would you rate the overall quality of the event? (1-5 scale)
- What did you enjoy most about the event?
- Were there any aspects that you felt could be improved?
- Any additional comments or suggestions?

Your responses will help us enhance future events and serve our community better. Please reply to this email or fill out our online survey at [Insert Survey Link].

Thank you once again for your support!

Sincerely,

[Your Name]

[Your Position]

[Library Name]

[Contact Information]