

Feedback for Community Event

Date: [Insert Date]

To: [Agency Name]

Address: [Agency Address]

Dear [Agency Contact Name],

I hope this message finds you well. I wanted to take a moment to provide feedback regarding the community event held on [Event Date].

Positive Aspects:

- Well-organized schedule of activities.
- Engaging presenters and facilitators.
- Friendly and helpful volunteers.
- Great turnout from the community.

Areas for Improvement:

- Consider expanding the variety of activities for different age groups.
- More promotional materials prior to the event would be beneficial.
- Provide clearer signage at the venue for directions.

Overall, the event was a great success, and it provided valuable resources and connections for our community. Thank you for your hard work and dedication.

Best regards,

[Your Name]

[Your Title/Organization]

[Your Contact Information]