

# Inquiry for Faculty Assessment Comments

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Department]

[Institution Name]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly inquire about the comments and feedback regarding my recent faculty assessment conducted on [Insert Date of Assessment].

Your insights are invaluable to my professional development, and I would greatly appreciate it if you could share any remarks or suggestions you may have regarding my performance and contributions.

Thank you for your time and support. I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Position]

[Your Department]

[Your Institution]