

Request for Instructor Evaluation Responses

Date: [Insert Date]

Dear [Instructor's Name],

I hope this message finds you well. I am writing to kindly request your evaluation responses for the recent course [Course Name] that you taught during [Semester/Year]. Your insights are invaluable for our ongoing efforts to improve our instructional quality and student satisfaction.

Please let me know if you need any assistance or additional information to facilitate this process. I appreciate your cooperation and look forward to your prompt response.

Thank you for your continued commitment to excellence in teaching.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]