

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[School/Organization Name]

[School/Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request your feedback regarding my teaching performance for the [specific period/semester/year] as part of the evaluation process.

Your insights and feedback are invaluable to my professional development and continuous improvement as an educator. I would greatly appreciate it if you could provide your observations and comments by [insert deadline].

Thank you very much for your time and support. Please let me know if you require any additional information or if there's a convenient time for us to discuss this further.

Warm regards,

[Your Name]

[Your Position]

[Your Department]