

# Feedback on Conference Program Booklet Distribution

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Organization Name]

[Organization Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide feedback regarding the distribution of the conference program booklet during the recent [Conference Name] held on [Conference Dates].

Overall, I found the booklet to be informative and well-structured. The inclusion of the schedule, speaker bios, and session details greatly enhanced my experience. However, I wanted to share some suggestions for improvement:

- Consider distributing booklets digitally ahead of time for easier access.
- Allocate more staff to assist with distribution during peak registration times to minimize delays.
- Include a feedback form within the booklet to gather attendee impressions for future events.

Thank you for your attention to this matter, and I look forward to seeing how the program evolves in the future.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]