

Dear Parents and Guardians,

We would like to thank you for attending the recent Parent-Teacher Association (PTA) meeting. Your involvement is vital to the success of our school community.

To ensure we are meeting the needs and expectations of our families, we kindly request your feedback on the meeting. Your insights will help us improve our future gatherings and initiatives.

Feedback Questions:

- What did you find most valuable about the meeting?
- Were there any topics you wish had been discussed?
- How can we improve future PTA meetings?
- Any additional comments or suggestions?

Please reply to this email or use the attached survey link by [insert date].

Thank you for being an integral part of our school community!

Sincerely,
[Your Name]
[Your Position]
[School Name]