

Dear [Recipient's Name],

We hope this message finds you well. As part of our ongoing commitment to improve our advising program, we are seeking your valuable feedback.

Your experiences and opinions are crucial to helping us enhance our services and meet the needs of our students. Please take a few moments to provide your insights regarding the advising program, specifically in the following areas:

- Quality of advising sessions
- Availability and responsiveness of advisors
- Resources and support provided
- Overall satisfaction with the advising program

You can share your feedback by completing the attached survey or by responding to this email. Your responses will be kept confidential and will only be used for program improvement purposes.

Thank you for your time and contribution to our efforts to enhance the advising program. Your feedback is invaluable in helping us serve our community better.

Best regards,

[Your Name]

[Your Position]

[Your Institution]