

[Your Name]

[Your Position]

[Your Department]

[Your Institution]

[Your Email]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Department]

[Recipient's Institution]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your feedback regarding my advising effectiveness during the past academic year. As part of my commitment to continuous improvement, your insights would be invaluable in helping me enhance my advisory practices.

Specifically, I would appreciate your thoughts on the following areas:

- Clarity of communication
- Responsiveness to student needs
- Ability to provide relevant resources
- Overall impact on your academic progress

Please feel free to be candid in your feedback, whether positive or constructive. Your perspective is crucial to my growth as an advisor.

Thank you for considering my request. I look forward to hearing your thoughts and suggestions.

Warm regards,

[Your Name]

[Your Position]

[Your Department]

[Your Institution]