

# **Subject: Request for Feedback on [Conference Name]**

Dear [Recipient's Name],

Thank you for attending [Conference Name] held on [Date]. We appreciate your participation and hope you found the event informative and engaging.

To help us improve future conferences, we would love to hear your thoughts. Please take a moment to share your feedback by answering the following questions:

- What did you enjoy most about the conference?
- What aspects do you think could be improved?
- Were there any topics you would like to see covered in future events?

Feel free to reply to this email or complete our feedback survey [insert link]. Your input is invaluable to us.

Thank you once again for your support and participation. We look forward to hearing from you!

Best regards,  
[Your Name]  
[Your Position]  
[Your Organization]