

Evaluation Request for Exchange Student Participants

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your evaluation of our exchange student participants who recently completed their program at [Institution/Organization Name]. Your insights will be invaluable in assessing their experiences and contributions.

Please consider providing feedback on the following aspects:

- Academic performance
- Participation in extracurricular activities
- Social integration
- Overall contribution to the host community

Your evaluation will help us improve our exchange program and support future participants in achieving their goals. Kindly submit your feedback by [Deadline Date].

Thank you for your time and assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Institution/Organization Name]

[Contact Information]