

# Program Evaluation Feedback

Date: [Insert Date]

To: [Board Member's Name]

From: [Your Name]

Subject: Feedback on Program Evaluation

Dear [Board Member's Name],

I hope this message finds you well. As part of our ongoing commitment to excellence, we recently conducted a program evaluation of [Program Name]. Your insights and perspectives as a board member are invaluable to us, and I would like to gather your feedback on the process and the outcomes.

## Evaluation Overview

The evaluation included [briefly outline what was evaluated, e.g., participant feedback, outcomes, performance metrics].

## Feedback Areas

- Overall effectiveness of the program
- Strengths and weaknesses identified
- Recommendations for improvement
- Any additional insights you may have

We appreciate your dedication and support. Please share your valuable feedback by [Insert Deadline]. Together, we can ensure that [Program Name] remains impactful and aligned with our goals.

Thank you for your time and contributions.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]