

# Program Evaluation Feedback

Date: [Insert Date]

Dear [Stakeholder's Name],

We hope this message finds you well. As part of our commitment to continuous improvement, we have conducted a comprehensive evaluation of the [Program Name] program, and we would like to share our findings and gather your feedback.

## Program Overview

The [Program Name] was designed to [briefly describe the program objectives]. Over the past [duration of the program], we have focused on achieving [specific goals].

## Evaluation Results

Our evaluation has yielded several key insights:

- [Key finding #1]
- [Key finding #2]
- [Key finding #3]

## Feedback Request

We value your insights and would appreciate your feedback on the following:

1. [Question or area for feedback #1]
2. [Question or area for feedback #2]
3. [Question or area for feedback #3]

Please send your feedback by [specific date] to ensure that it is included in our final report. Your input is crucial in helping us enhance the effectiveness of our program.

Thank you for your ongoing support and collaboration. We look forward to hearing from you.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]