

## **Follow-Up Request for Feedback on [Event Name]**

Dear [Recipient's Name],

I hope this message finds you well. I wanted to take a moment to thank you for attending [Event Name] on [Event Date]. We appreciate your participation and value your insights.

As part of our commitment to continuous improvement, we would love to hear your feedback about the event. Your thoughts on what you enjoyed, as well as any suggestions for improvement, would be incredibly helpful.

Please take a few minutes to complete our feedback survey [\[insert link\]](#), or feel free to reply to this email with your thoughts.

Thank you again for your support, and we look forward to hearing from you!

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]