

Feedback Request

Dear [Recipient's Name],

I hope this message finds you well. As we prepare for the upcoming curriculum review meeting scheduled for [Date], we would greatly appreciate your insights and feedback.

Your expertise is invaluable to our discussions on enhancing the curriculum for better student outcomes. Please take a moment to reflect on any areas of improvement, suggestions for content updates, or teaching methodologies you believe should be addressed.

We would like to receive your feedback by [Deadline] to ensure it can be incorporated into our agenda. Kindly reply to this email or feel free to reach out via [Phone Number] if you have any questions.

Thank you for your continued support and contribution to our educational community.

Sincerely,

[Your Name]

[Your Position]

[Your Institution]

[Your Contact Information]