

Dear [Recipient's Name],

I hope this message finds you well. As part of our continuous effort to enhance the experience for our incoming students, we would greatly appreciate your feedback on our recent college orientation program held on [Date].

Your insights and opinions are invaluable in helping us understand what worked well and where we can improve. Please take a few moments to share your thoughts by responding to the questions below:

- What aspects of the orientation did you find most helpful?
- Were there any topics you wish had been covered in more detail?
- How would you rate the overall organization of the event?
- Any additional comments or suggestions?

Thank you for your time and input. We look forward to your feedback.

Best regards,
[Your Name]
[Your Position]
[College Name]
[Contact Information]