

Dear [Recipient's Name],

We hope this message finds you well. Thank you for attending our recent public lecture series titled "[Lecture Series Title]." Your presence and participation greatly contributed to the success of the event.

In our continuous effort to improve, we would greatly appreciate your feedback on the series. Your insights are invaluable to us! Please take a moment to complete our short survey linked below:

[Feedback Survey](#)

Thank you once again for your participation. We look forward to hearing your thoughts!

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]