

Letter of Request for Feedback

Dear [Recipient's Name],

I hope this message finds you well. As we continuously strive to enhance the quality of our educational offerings, your feedback on the recent [Course Name] is invaluable to us.

We would greatly appreciate it if you could share your thoughts on the effectiveness of the course, including what aspects you found beneficial and any areas you believe could be improved. Your insights will help us ensure that we are meeting the needs and expectations of our learners.

Please feel free to reply to this email or contact me directly at [Your Phone Number]. Thank you for taking the time to assist us in our efforts to improve our course offerings.

Best regards,

[Your Name]

[Your Position]

[Your Institution]

[Your Email]