

# **Subject: Request for Feedback on the Recent Academic Conference**

Dear [Participant's Name],

We hope this message finds you well. We would like to extend our heartfelt thanks for your participation in the [Conference Name] held on [Date] at [Location]. Your insights and contributions were invaluable to the success of the event.

To continuously improve our future conferences, we would greatly appreciate your feedback. Your thoughts on the sessions, speakers, organization, and overall experience will help us enhance the quality of our events.

Please take a few moments to share your feedback by responding to this email or by completing our online survey at [Survey Link].

Thank you once again for your participation, and we look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Position]

[University/Organization Name]

[Contact Information]