Dear [University Name] Open Day Committee,

I hope this message finds you well. I am writing to share some suggestions regarding the recent Open Day event that I attended on [insert date].

Feedback and Suggestions:

- **Schedule Clarity:** Providing a clearer schedule of events in advance could help attendees plan their day better.
- **Campus Tours:** Offering more frequent guided tours or virtual tour options can enhance the experience for prospective students.
- **Information Booths:** Establishing dedicated booths for each department might make it easier for visitors to find relevant information.
- **Interactive Sessions:** Incorporating interactive workshops or Q&A sessions with faculty and current students could engage attendees more.

Thank you for considering these suggestions. I believe implementing these changes could greatly enhance the experience for future Open Day attendees.

Sincerely,
[Your Name]
[Your Contact Information]