

Dear [Participant's Name],

We hope this message finds you well. Thank you for attending our recent community engagement event on [Event Date] regarding [Event Topic]. Your participation is invaluable to us.

In our continuous effort to improve our outreach and services, we would greatly appreciate your feedback about the event. Your insights will help us understand what worked well and what areas we can enhance in future events.

Please take a few moments to complete our feedback survey at the following link: [Survey Link]. The survey is brief and will only take about [Estimated Time] to complete.

Thank you once again for your time and input. We look forward to hearing your thoughts!

Sincerely,
[Your Name]
[Your Title]
[Organization Name]
[Contact Information]