

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
Bowling Green State University  
[Department Name]  
[University Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
I hope this letter finds you well. I am writing to provide feedback  
regarding the [specific program or course name] that I recently  
participated in during the [semester/year].  
[Insert specific feedback, including positives, areas for improvement,  
and suggestions].  
Thank you for considering my feedback. I appreciate the efforts of the  
faculty and staff in enhancing the quality of education at BGSU. I look  
forward to seeing future developments in the program.  
Sincerely,  
[Your Name]  
[Your Student ID (if applicable)]