

[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)]