

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Department/Office Name]  
[Institution Name]  
[Institution Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to provide feedback regarding my experience at [IIT Name/Program Name].

Firstly, I would like to commend [specific aspects you enjoyed, e.g., faculty support, curriculum structure, etc.]. I found it particularly beneficial because [specific reason or example].

Additionally, I believe there are some areas that could be improved. I noticed [specific issue or suggestion]. Implementing changes in this area could greatly enhance the experience for future students.

Overall, my tenure at [IIT Name/Program Name] has been [positive/negative/mixed], and I genuinely appreciate the efforts of everyone involved. Thank you for considering my feedback.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]