

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request feedback regarding my experience with outside employment held while I was in your organization from [start date] to [end date].

I appreciate the opportunity to grow professionally and would value any insights you could provide about my performance, contributions, and areas for improvement during that period. Your feedback will be invaluable as I continue to develop my career.

Thank you for your time and assistance. I look forward to hearing from you soon.

Sincerely,
[Your Name]