

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

Dear [Recipient Name],

I am writing to request your evaluation for my Teaching Quality Initiative (TQI) assessment, which aims to enhance the educational experiences of students within our [department/college/program]. Your insights and expertise in [specific area or subject] would provide invaluable feedback.

As part of the evaluation process, I aim to gather data on various aspects of my teaching methods, course materials, and overall student engagement. Your perspective on my performance, particularly regarding [mention specific criteria or areas for evaluation], will be crucial in identifying strengths and areas for improvement.

Please review the materials I have attached, which include [list any relevant documents, such as course syllabi, student feedback, etc.]. I would appreciate your comprehensive feedback by [specific deadline]. Thank you for your time and assistance in this important evaluation process. I look forward to your insights.

Sincerely,

[Your Name]  
[Your Title]  
[Your Institution]