

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

[Recipient's Name]  
[Recipient's Title]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide feedback on the TQI (Teaching Quality Improvement) initiative that was recently implemented.

First, I would like to commend the program for [specific positive aspect of the TQI]. This has greatly benefited [specific group or area impacted].

However, I believe there are areas that could be improved, such as [specific issue or area for improvement]. Addressing this could enhance the overall effectiveness of the TQI.

Thank you for considering my feedback. I appreciate your efforts in continuously improving our teaching quality.

Sincerely,

[Your Name]  
[Your Job Title/Position]