

[Your Name]
[Your Email Address]
[Date]
[Instructor's Name]
[Course Title]
[Department]
[University Name]

Dear [Instructor's Name],

I hope this message finds you well. I am writing to provide feedback on [Course Title] that I took during the [Semester/Year].

Overall, I found the course to be [positive/negative]. The strengths of the course include [specific strengths, e.g., engaging lectures, well-structured assignments].

However, I believe there are areas where improvements could be made, such as [specific suggestions for improvement, e.g., pacing of the course, availability of resources].

Thank you for your effort in teaching this course. I appreciate your dedication and look forward to applying what I learned.

Sincerely,

[Your Name]
[Your Student ID]