

[Your Name]
[Your Position]
[Your Department/Program]
[Institution Name]
[Institution Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Department/Program]
[Institution/Organization Name]
[Institution Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to invite you to participate in the evaluation of our [specific program name] through our WOnline system. Your feedback is invaluable to us as we strive to improve the quality and effectiveness of our programs.

We would greatly appreciate it if you could take a few minutes to complete the evaluation form available at [insert WOnline link]. The evaluation will cover various aspects of the program, including content, delivery, and overall impact.

Your insights and experiences are crucial in helping us understand what works well and what areas we can enhance. Please feel free to provide any additional comments or suggestions in the comments section of the evaluation form.

Thank you for your time and contribution to our continuous improvement efforts. Please let me know if you have any questions or need assistance with the evaluation process.

Best regards,

[Your Name]
[Your Position]
[Your Department/Program]
[Institution Name]