

[Your Organization's Letterhead]

[Date]

[Stakeholder's Name]

[Stakeholder's Title]

[Stakeholder's Organization]

[Stakeholder's Address]

[City, State, Zip Code]

Dear [Stakeholder's Name],

Subject: Feedback on PBS Program

We are writing to provide you with feedback regarding the [specific PBS program/project name] that was recently implemented.

1. **Overview of the Program**

[Brief description of the program and its objectives.]

2. **Stakeholder Involvement**

[Highlight the involvement of the stakeholder and their contributions.]

3. **Achievements**

[List key achievements and positive outcomes resulting from the program.]

4. **Challenges**

[Discuss any challenges faced during the implementation and how they were addressed.]

5. **Next Steps**

[Outline the next steps and how stakeholders can continue to be involved in the future.]

We appreciate your ongoing support and collaboration. Your feedback is invaluable to us, and we look forward to your insights on enhancing the program.

Thank you for your commitment to [specific objective or mission].

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]