

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

Office of Student Feedback  
University of Toronto  
[University Address]  
[City, Province, Postal Code]

Dear [Feedback Committee/Specific Name if known],  
Subject: Feedback Submission

I hope this message finds you well. I am writing to provide feedback regarding [specific program, course, or service] at the University of Toronto. As a [student/faculty/staff] in the [Department/Program Name], I believe my insights may contribute to enhancing the experience for current and future members of our community.

[Provide your detailed feedback here. Discuss specific aspects you appreciate, suggestions for improvement, or any concerns. Be constructive and clear.]

I appreciate your attention to this matter and look forward to seeing positive changes implemented. Thank you for considering my feedback.  
Sincerely,

[Your Name]  
[Your Student ID (if applicable)]  
[Program/Department]