# Feedback from learners no longer attending a course

# Sample Learner Letter/Email

Dear

Thank you for enrolling on one of our programmes. We are sorry to notice that you have not been attending for some time.

We aim to continually improve our service and would welcome your feedback about your experience on the course. We would be grateful if you would complete and return the attached form.

We would also welcome the opportunity to contact you to discuss any of your concerns and to give us the opportunity to follow up your comments.

We hope that you will consider enrolling on one of our courses in the future.

Yours sincerely

(Name)

(Job Title)

What initially attracted you to the course?

Please outline the reasons why you have not been attending?

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## Please use this space for any comments about the course or your progress.

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May we contact you to discuss your comments as these may provide us with some useful information about how to improve our services/courses?

Yes / No

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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