

Email Writing in English

Subject: Request for Feedback on Quarterly Report

Dear Ms. Johnson,

I hope you are well. I am writing to request your feedback on the quarterly report I submitted last week.

Your insights would be very helpful as we prepare for our team's review next week.

If there are specific sections you'd like me to focus on, please let me know. I am available to discuss this at your convenience.

Thank you for your time and consideration.

Best regards,

James Brown

Project Analyst

(555) 123-4567

