

Professional Feedback Request Email

Subject Line:

Request for Feedback on Recent Project Collaboration

Salutation:

Dear Team,

Introduction:

I hope this message finds you well. As we wrap up our recent project on the new product launch, I want to take a moment to thank everyone for their hard work and dedication.

Body:

To continue improving our processes and outcomes, I would greatly appreciate it if you could provide some feedback on your experience working on this project. Your insights are invaluable to us for identifying what went well and what areas we can enhance in future projects.

Please consider the following points for your feedback:

- Overall satisfaction with the project outcome
- The effectiveness of communication and collaboration within the team
- Any challenges you faced and how well they were addressed
- Suggestions for improvements in planning and execution
- Additional comments or observations that could help in future projects

Feedback Tool:

We have set up a simple online feedback form that should take no more than 5 minutes to complete. Please find the link below: [Insert link to feedback form]

Closing:

Your feedback is crucial for our growth and success, and I encourage everyone to participate. Please submit your responses by [insert deadline]. Thank you once again for your effort and commitment, and I look forward to hearing your thoughts.

Signature:

Warm regards,

Alex Turner

Project Manager

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