

****Sprint Review Letter Template****

****To:**** [Team/Stakeholders Name]

****From:**** [Your Name/Your Role]

****Date:**** [Insert Date]

****Subject:**** Sprint Review - Sprint [Sprint Number/Name]

****Dear [Team/Stakeholders],****

I hope this message finds you well. This letter serves as a summary of our recent Sprint Review meeting for Sprint [Insert Sprint Number/Name] held on [Insert Date of Meeting].

****Sprint Goals:****

- [Goal 1]

- [Goal 2]

- [Goal 3]

****Completed Items:****

- [User Story/Task 1] - [Brief Description]

- [User Story/Task 2] - [Brief Description]

- [User Story/Task 3] - [Brief Description]

****Demo Highlights:****

- [Key Feature 1 Demonstrated]

- [Key Feature 2 Demonstrated]

- [Key Feature 3 Demonstrated]

****Feedback Received:****

- [Feedback 1: Brief Description]

- [Feedback 2: Brief Description]

- [Feedback 3: Brief Description]

****Next Steps:****

- [Action Item 1]

- [Action Item 2]

- [Action Item 3]

Thank you all for your contributions and collaboration during this sprint. Your feedback and insights are invaluable as we continue to improve our processes and deliver quality work.

Looking forward to our next sprint!

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]
