

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

[Recipient's Name]
[Recipient's Position]
[Recipient's Company]
[Recipient's Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your feedback on [specific aspect or project] that we recently worked on together. Your insights are invaluable to us, and we are eager to understand your perspective.

As part of our commitment to continuous improvement, we would greatly appreciate it if you could take a moment to provide us with your thoughts on the following areas:

1. Overall satisfaction with the project/process
2. Areas where we excelled
3. Areas for improvement
4. Suggestions for future collaboration

Your feedback will help us enhance our services and better meet your needs in the future. Please feel free to respond via email or, if you prefer, we can schedule a brief call to discuss.

Thank you for your time and support. We look forward to hearing from you soon.

Best regards,

[Your Name]
[Your Position]
[Your Company]