

[Your Name]  
[Your Position]  
[Your Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Recipient's Organization]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Feedback

I hope this message finds you well. I am writing to kindly request your feedback on [specific project, event, or service] that took place on [date or time period]. Your insights are invaluable to us as we strive to improve and enhance our offerings.

We appreciate your perspective and would be grateful if you could take a few moments to share your thoughts on the following:

1. What aspects of [project/event/service] did you find most beneficial?
2. Are there areas where you believe we can improve?
3. Any additional comments or suggestions you would like to provide?

Your feedback will greatly assist us in [mention goal or improvement related to the feedback]. Please feel free to reply to this email or contact me directly at [your phone number].

Thank you in advance for your time and assistance.

Best regards,

[Your Name]  
[Your Position]  
[Your Organization]