

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your feedback regarding [specific project, product, or service] that we recently [launched/implemented/participated in] on [date or timeframe].

Your insights are invaluable to us, and we would appreciate your thoughts on the following aspects:

1. [Specific area for feedback]
2. [Specific area for feedback]
3. [Specific area for feedback]

If possible, please provide your feedback by [specific deadline], as it will greatly assist us in [next steps, improvements, etc.].

Thank you for your time and consideration. I look forward to your valuable feedback.

Best regards,

[Your Name]  
[Your Position]  
[Your Company/Organization]