

# Feedback Request

Dear Team,

Thank you for attending our recent meeting on [Date]. Your contributions were invaluable, and I appreciate your engagement.

I would like to gather your feedback on the meeting. Please share your thoughts on the following:

- What went well during the meeting?
- What could be improved for future meetings?
- Any additional comments or suggestions?

Your insights are crucial for us to enhance our collaboration and effectiveness. Please respond by [Due Date].

Thank you for your time and input!

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]