

Dear [Association Name] Members,

As we prepare for our upcoming event scheduled for [Event Date], we want to ensure that it meets the needs and expectations of our members. Your input is invaluable in helping us create a successful and engaging experience.

Please take a moment to share your thoughts on the following:

- What topics or themes would you like to see addressed during the event?
- Who would you recommend as potential speakers or facilitators?
- Are there any specific activities or sessions you would find beneficial?
- What logistical considerations should we keep in mind (e.g., location, timing, format)?

We kindly ask that you send your feedback by [Feedback Deadline]. You can reply directly to this email or contact us at [Contact Information].

Thank you for your time and input. Together, we can make this event a great success!

Best regards,
[Your Name]
[Your Position]
[Association Name]