

Dear [Member's Name],

We hope this message finds you well. As we prepare for our upcoming association event scheduled for [Event Date], we value your input and would like to gather your feedback to ensure that this event meets the needs and expectations of our members.

Could you please take a moment to provide us with your thoughts on the following questions:

- What topics would you like us to cover at the event?
- Are there any speakers or presenters you would recommend?
- What format do you prefer for the sessions (workshops, panel discussions, etc.)?

Your feedback is crucial to the success of this event, and we greatly appreciate your time and insights. Please reply to this email by [Response Deadline].

Thank you for being an integral part of our association. We look forward to hearing from you soon!

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