

Subject: Request for Feedback - Annual Technology Review Meeting

Dear [Recipient's Name],

I hope this message finds you well. As we prepare for our upcoming Annual Technology Review Meeting, we would greatly appreciate your feedback on our current technologies and practices.

Your insights are invaluable to us, and we are keen to understand your experiences with our technology solutions over the past year. Specifically, we are interested in your thoughts on:

- What worked well?
- What challenges did you encounter?
- Any suggestions for improvement?

Please provide your feedback by [date], so that we can incorporate it into our meeting discussions.

Thank you for your time and input. We look forward to hearing from you.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]