

# Follow-Up on Requirement Gathering Session

Dear [Stakeholder's Name],

I hope this message finds you well. I wanted to take a moment to thank you for your participation in our recent requirement gathering session on [Date]. Your insights and feedback are invaluable to the success of our project.

As we discussed, we are in the process of compiling all the feedback received. To ensure that we accurately capture your requirements, I would appreciate it if you could share any additional thoughts or clarifications by [Deadline].

Additionally, if you could confirm whether the outlined requirements meet your expectations or if there are areas that need further discussion, it would be greatly beneficial.

Thank you once again for your collaboration and support. I look forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]