

# Stakeholder Alignment Feedback Summary Request

Dear [Stakeholder's Name],

I hope this message finds you well. As part of our ongoing efforts to ensure alignment and collaboration on [Project/Initiative Name], we would greatly appreciate your feedback on the recent findings and discussions.

Your insights are invaluable to us and will help in shaping our next steps. We kindly ask you to provide a summary of your thoughts and any key points you believe should be addressed.

Please send your feedback by [Deadline Date], so we can incorporate it into our final report. Your timely response is crucial for our continued progress.

Thank you for your attention to this matter. We look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]