

# Feedback on Interim Report

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Stakeholder Feedback on Interim Report

Dear [Recipient's Name],

Thank you for the opportunity to review the interim report submitted on [Insert Date]. I appreciate the effort your team has put into this comprehensive overview of the project.

## General Impressions

Overall, the report is well-structured and presents the data clearly. I especially appreciated the sections on [specific sections or aspects].

## Specific Feedback

- **Clarity:** [Insert feedback on clarity]
- **Data Presentation:** [Insert feedback on data presentation]
- **Areas for Improvement:** [Insert suggestions for improvement]

## Conclusion

Thank you once again for your hard work. I look forward to seeing the next steps and continuing our collaboration. Please feel free to reach out if you need any further input.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]