

Dear [Recipient's Name],

I hope this message finds you well. As we prepare for the upcoming evaluation period, I would like to request your feedback regarding [specific topic or area]. Your insights will be invaluable in guiding our assessment process.

Please consider the following points:

- What are the strengths you have observed?
- Are there any areas where improvement is needed?
- Any additional comments or suggestions?

It would be greatly appreciated if you could provide your feedback by [deadline]. Thank you for your collaboration and support.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]