

Project Kickoff Meeting Feedback Request

Dear [Recipient's Name],

Thank you for attending the kickoff meeting for the [Project Name] held on [Date]. Your participation and insights are invaluable to the success of this project.

To help us improve future meetings and ensure we are all aligned moving forward, we would appreciate your feedback on the following:

- What did you find most valuable about the meeting?
- Are there any areas for improvement?
- Do you have any additional comments or suggestions?

Please reply to this email with your feedback by [Feedback Deadline]. Your input will help us create a more effective and engaging project environment.

Thank you again for your support.

Best regards,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]