

Subject: Request for Feedback

Dear Team,

I hope this message finds you well. As we continue to strive for excellence and improve our collaboration, I would like to request your feedback on our recent project.

Your insights and thoughts are invaluable, and I believe they can help us identify areas of strength as well as opportunities for improvement. Please take a moment to share your thoughts on the following:

- What worked well during the project?
- What challenges did you encounter?
- What could be improved for future projects?

Please send your feedback by [insert deadline] so we can discuss it in our next meeting.

Thank you for your time and input!

Best regards,
[Your Name]
[Your Position]