

Request for Feedback

Dear [Staff Member's Name],

Thank you for your participation in our recent staff meeting on [date]. Your insights and contributions are invaluable to our ongoing efforts to improve our services.

We would greatly appreciate it if you could take a moment to provide your feedback regarding the meeting. Your thoughts on what went well, as well as any suggestions for improvement, will help us in planning future meetings.

Please reply to this email by [deadline] with your feedback. Thank you for your continued dedication to our mission.

Best regards,

[Your Name]
[Your Position]
[Agency Name]
[Contact Information]