

# Feedback on Committee Performance

Date: [Insert Date]

To: [Committee Name]

From: [Your Name]

Subject: Feedback on Committee Performance

Dear [Committee Chair/Committee Members],

I hope this message finds you well. I would like to take a moment to provide feedback on the recent performances of the [Committee Name] for the [specific period or project].

## Strengths:

- [Strength 1]
- [Strength 2]
- [Strength 3]

## Suggestions for Improvement:

- [Suggestion 1]
- [Suggestion 2]
- [Suggestion 3]

Overall, I appreciate the dedication and effort the committee has shown. I am confident that with continued collaboration, we can enhance our services to the community.

Thank you for your hard work and commitment to our mission.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]