

# Reflection Request

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Request for Reflection on Strategic Improvement

Dear [Recipient's Name],

I hope this message finds you well. As part of our ongoing efforts to enhance our strategic initiatives, I am reaching out to request your reflections regarding our recent projects and performance.

Your insights and experiences are invaluable to our continuous improvement process. If you could take some time to reflect on the following areas, it would greatly contribute to our strategy discussions:

- What worked well in our recent initiatives?
- What challenges did you encounter?
- Are there any strategies you believe we should consider for future projects?
- How do you feel about our current operational processes?

Feel free to share any additional thoughts or perspective you believe would be helpful. Please respond by [Insert Deadline] so we can compile the feedback and incorporate it into our strategic planning sessions.

Thank you for your time and valuable input.

Best regards,

[Your Name]

[Your Position]

[Your Company]