

Project Performance Feedback Request

Dear [Recipient's Name],

I hope this message finds you well. As we approach the conclusion of our project, I would like to take a moment to gather your final thoughts and insights on the project's performance.

Your feedback is invaluable for assessing our outcomes and identifying areas for improvement in future projects. Please consider the following questions:

- What do you believe were the project's greatest successes?
- Did you encounter any challenges during the project? If so, how were they addressed?
- What recommendations do you have for enhancing future project performance?

Please reply by [due date] to ensure we can incorporate your feedback into our final evaluation.

Thank you for your time and input!

Sincerely,
[Your Name]
[Your Position]
[Your Company]