

Follow-Up Letter After Feedback Report

Dear [Recipient's Name],

I hope this message finds you well. I wanted to take a moment to follow up on the feedback report we rolled out on [Date of Report]. Your insights and suggestions are invaluable to us as we strive to improve our [product/service/process].

We appreciate your time and effort in reviewing the report, and I'm eager to hear your thoughts on the suggested changes and our next steps. Please let me know if you have any questions or need further clarification regarding any part of the report.

Thank you once again for your collaboration. Looking forward to your feedback.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]