

# Change Management Request for Feedback

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Request for Feedback on Change Management Proposal

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request your feedback on the proposed change management initiative outlined in the attached document. As part of our commitment to continuous improvement, your insights are invaluable to ensure the success of this initiative.

Key Details of the Proposed Change:

- **Change Description:** [Brief description of the change]
- **Impact Area:** [Affected departments or processes]
- **Proposed Timeline:** [Start and end dates]

Your feedback is crucial for us to identify any potential issues and areas for enhancement. Please review the attached documents and share your thoughts by [feedback deadline date].

Thank you for your attention to this matter. I look forward to your valuable feedback.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]