

# Internal Communication Effectiveness Review

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Review of Internal Communication Effectiveness

Dear [Recipient Name],

I hope this message finds you well. As part of our ongoing efforts to enhance communication within our organization, we are conducting a review of our internal communication effectiveness.

We would appreciate your feedback on the following areas:

- Clarity of messages
- Timeliness of communication
- Accessibility of information
- Channels used for communication
- Engagement of staff in communication processes

Please take a moment to share your thoughts by [insert deadline], as your insights are invaluable to our improvement efforts.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]