

# Feedback Request: Recent Executive Meeting

Dear [Recipient's Name],

Thank you for participating in the recent executive meeting held on [Meeting Date]. Your insights and contributions are invaluable to our continuous improvement.

To ensure we address all relevant points and enhance our future meetings, please take a moment to provide your feedback on the following:

- What aspects of the meeting did you find most beneficial?
- Were there any topics or issues that you feel should have been discussed but were not?
- How would you rate the overall effectiveness of the meeting?
- Do you have any suggestions for improving future meetings?

Please send your feedback by [Feedback Deadline Date] to ensure we can incorporate your suggestions.

Thank you once again for your time and valuable input.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Organization]