

Request for Additional Feedback on Project Completion

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request your additional feedback regarding the completion of [Project Name], which was finalized on [Completion Date]. Your insights and opinions are invaluable to us, and we are eager to learn how we can further improve our work.

We would particularly appreciate your thoughts on the following areas:

- Overall satisfaction with the project outcome
- Specific aspects that met or exceeded expectations
- Suggestions for future projects or improvements

Please let us know a convenient time for you to discuss this, or feel free to reply via email at your earliest convenience.

Thank you very much for your time and consideration. I look forward to your valuable feedback.

Best regards,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Contact Information]