

# **Subject: Feedback Request Following Our Recent Collaboration Meeting**

Dear [Recipient's Name],

I hope this message finds you well. I would like to extend my sincere gratitude for your valuable participation in our recent international collaboration meeting held on [Date]. Your insights and contributions were crucial to our discussions.

As we strive to enhance our future collaborations, we would greatly appreciate your feedback regarding the meeting. Specifically, we are interested in hearing your thoughts on the following:

- The effectiveness of the meeting format and structure
- The relevance of the topics discussed
- Suggestions for improvement for future meetings
- Any other comments or insights you might have

Please feel free to reply to this email or use the attached feedback form. Your feedback is invaluable to us and will help strengthen our partnership moving forward.

Thank you once again for your time and participation. We look forward to hearing from you soon.

Warm regards,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]