

Feedback Report for Team-Based Project

Date: [Insert Date]

To: [Team Name]

From: [Your Name/Position]

Subject: Feedback on Project Submission

Project Title: [Insert Project Title]

Overall Impression

[Provide a brief overall impression of the project, highlighting strengths and areas for improvement.]

Strengths

- [Strength 1]
- [Strength 2]
- [Strength 3]

Areas for Improvement

- [Improvement Area 1]
- [Improvement Area 2]
- [Improvement Area 3]

Suggestions

[Provide specific suggestions for how the team can improve future projects.]

Conclusion

[Wrap up the feedback with encouraging words and express willingness to support their future efforts.]

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]