

# Request for Exit Interview

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an exit interview following my decision to exit our partnership. I believe that this meeting would be beneficial to both parties as we reflect on our collaboration and discuss any feedback that might help in future endeavors.

I would appreciate the opportunity to discuss my experiences and any suggestions I have for improvement. I am available for the exit interview at your earliest convenience and can adjust my schedule to accommodate yours.

Thank you for your consideration. I look forward to your response.

Sincerely,

[Your Name]