

Joint Feedback Gathering Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

We hope this message finds you well. We are reaching out to request your valuable feedback regarding [specific topic or project]. As we aim to enhance our collaboration and ensure we are meeting the needs of all stakeholders, your insights would be immensely helpful.

We propose to gather feedback through [method of feedback gathering, e.g., a survey, a meeting, etc.], which will take place on [insert date and time]. We believe that your perspective will greatly contribute to the outcome and effectiveness of this initiative.

Please confirm your availability for this session or suggest an alternative that works for you. We appreciate your time and consideration in this matter.

Thank you for your continued partnership and support.

Best regards,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Contact Information]