

Departmental Tour Request for Feedback Gathering

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Your Name]

Subject: Request for Departmental Tour for Feedback Gathering

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a departmental tour of [Department Name] to gather feedback on [specific project, program, or initiative]. The insights gained from this tour will be invaluable in understanding the effectiveness and areas for improvement in our department.

The proposed date for the tour is [Insert Date], and I anticipate that it will take about [Insert Duration] to complete. During the tour, I would like to engage with team members to discuss their experiences and any suggestions they may have.

Could you please confirm your availability for this tour? If the suggested date does not work, I would be happy to accommodate your schedule.

Thank you for considering this request. I look forward to your positive response.

Best regards,

[Your Name]

[Your Position]

[Your Department]

[Your Contact Information]