

Collaboration Evaluation Request

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Request for Evaluation of Collaboration

Dear [Recipient's Name],

I hope this message finds you well. As we conclude our recent collaboration on [Project/Initiative Name], I would like to take this opportunity to request your feedback on our partnership.

Your insights are invaluable in understanding the effectiveness of our work together, and they will greatly assist us in improving future collaborations. I would appreciate it if you could provide your evaluation on the following aspects:

- Communication and coordination
- Achievement of objectives
- Overall satisfaction with the collaboration
- Suggestions for improvement

Please feel free to respond by [Insert Deadline] at your convenience. Your feedback is crucial to ensuring success in our future endeavors.

Thank you for your time and cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]