

Preparation for Feedback Discussion

Date: [Insert Date]

To: [Partner's Name]

From: [Your Name]

Subject: Preparation for Feedback Discussion

Dear [Partner's Name],

I hope this message finds you well. As we prepare for our upcoming feedback discussion scheduled for [insert date and time], I wanted to outline the key points and topics that I believe we should cover to ensure a productive conversation.

1. Overview of Progress

We will review the progress made on [specific projects or initiatives] and identify successes as well as areas for improvement.

2. Feedback from Previous Discussions

Let's revisit the feedback provided in our last discussion and assess how we have acted upon those insights.

3. Open Issues and Challenges

Discussion of any current challenges we are facing and how we can collaboratively address them.

4. Future Steps

We will plan the next steps moving forward based on our discussion outcomes.

Please feel free to add any additional topics you would like to discuss. I look forward to our conversation and appreciate your insights.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]