

# Feedback Request Following Project Kickoff Meeting

Dear [Recipient's Name],

I hope this message finds you well. I would like to take a moment to thank you for your participation in the kickoff meeting for the [Project Name] held on [Date]. Your insights and enthusiasm were invaluable in setting the tone for our project.

As we move forward, your feedback is crucial to ensure we are on the right track. Please take a few minutes to share your thoughts on the following:

- Overall clarity of the project objectives discussed
- Any concerns or suggestions you may have
- Areas where further information could be beneficial

Your input will help us refine our approach and enhance collaboration moving forward. Please reply by [Deadline Date] if possible.

Thank you once again for your involvement. I look forward to hearing from you soon!

Best regards,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]