

Feedback Request for [Project Name]

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Request for Feedback on [Project Name]

Dear [Recipient Name],

We hope this message finds you well. We are reaching out to request your valuable feedback on our ongoing public utility project, [Project Name], which aims to [briefly describe the purpose of the project].

Your insights are essential to ensuring the effectiveness and efficiency of our project. We kindly ask you to share your thoughts on the following aspects:

- The overall planning and execution of the project
- Quality of communication and updates provided
- Any concerns or suggestions for improvement

Please send your feedback by [Insert Deadline Date] so we can incorporate it into our future planning and decision-making processes.

Thank you for your attention and support. We look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]