

Request for Feedback on Project Review

Date: [Insert Date]

To: [Board Member's Name]

From: [Your Name]

Subject: Request for Feedback on [Project Name]

Dear [Board Member's Name],

I hope this message finds you well. As part of our continuous improvement process, I would like to request your feedback on the recent developments of our project, [Project Name]. Your insights and expertise are invaluable to us, and I believe they will greatly enhance our project's success.

We have recently completed [brief description of what has been completed], and we are now looking ahead to the next phases. Your feedback on the following aspects would be particularly helpful:

- Project objectives and deliverables
- Timeline and overall progress
- Resource allocation and budget considerations
- Potential risks and areas for improvement

Please find attached a detailed project report for your review. I would appreciate your feedback by [insert deadline]. If possible, I would be glad to schedule a brief meeting to discuss your thoughts further.

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

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]