[COMPANY NAME]

[ADDRESS]

[CITY, STATE, ZIP CODE]

[DATE]

**Subject: Request for Feedback on Recent Initiatives**

Dear [Employee’s Name/Team/All Staff],

We value your input and believe it is essential to the success of our company. As part of our commitment to continuous improvement, we are seeking your feedback on the recent initiatives introduced within [department/team/company].

**Initiatives for Review**

The initiatives include:

* [*Initiative 1*]: [*Brief description*].
* [*Initiative 2*]: [*Brief description*].
* [*Initiative 3*]: [*Brief description*].

**What We’d Like to Know**

We are particularly interested in your thoughts on:

* The effectiveness of these initiatives in achieving their goals.
* Any challenges or roadblocks you experienced.
* Suggestions for improvement or new ideas you’d like to share.

**How to Provide Feedback**

Please complete the [SURVEY/FEEDBACK FORM] available at [*link*] by [*deadline, e.g., “Friday, [Date]”*]. Alternatively, you can email your feedback to [EMAIL ADDRESS] or speak directly with [NAME/TEAM].

Your insights are invaluable in helping us refine our approach and ensure these initiatives meet the needs of everyone involved.

Thank you in advance for taking the time to share your feedback. We look forward to hearing your thoughts and continuing to grow together as a team.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE/POSITION]

[COMPANY NAME]