Email Template: Requesting Feedback

From The Leader's Guide to Feedback — Appendix

Adapt this template to fit your own voice and context. What matters is that the message is genuine, the purpose is clear, and people understand that their responses are anonymous.

Subject: A quick request — your feedback on my leadership

Hi [Name / Team],

I am taking some time to reflect on my leadership and how I can be more effective in my role, and I would really value your input as part of that process.

I have put together a short [survey / set of questions] that I would like to invite you to complete. It should take no more than [X] minutes, and your responses will be completely anonymous — there is no way for me to identify who said what. Everyone I am asking for feedback uses the same link/survey.

[Insert survey link here]

The feedback I receive will be used solely for my own development. It will not be shared with anyone else, and it will not affect our working relationship in any way. I am asking because I genuinely want to understand how I can do better, and your perspective matters.

I would appreciate your responses by [date]. If you have any questions about the process, please feel free to reach out.

Thank you in advance for your time and honesty. It means a great deal.

[Your name]

Practical Tips

- **Anonymity:** Put everyone in the TO field rather than BCC — recipients need to see who else was asked so they believe the process is genuinely anonymous.
- **Keep it short:** One to three questions is enough for an informal process.
- **Timeline:** Give people five to seven working days to respond thoughtfully.

• **Follow up once:** A brief reminder a day or two before the deadline is appropriate and meaningfully increases response rates.

• **One question is often enough:** Try "What is one thing I could do differently that would make your work easier or more effective?" or a simple Start/Stop/Continue framing.