

[Your Name]  
[Your Position]  
[Your Company]  
[Company Address]  
[City, State ZIP Code]  
[Email Address]  
[Phone Number]

[Date]

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company/Department]  
[Recipient's Address]  
[City, State ZIP Code]

Dear [Recipient's Name],

Thank you for your valuable feedback regarding [subject or context of feedback, e.g., the recent project, my performance, your concerns]. I appreciate the time you took to share your thoughts and suggestions with me.

I have carefully reviewed your feedback and understand your concerns regarding [briefly summarize feedback]. I am committed to addressing these points and taking the necessary steps to improve. Specifically, I will [mention actions to be taken or improvements planned].

Your input is important to me, and I am dedicated to maintaining open communication to ensure continued improvement. Please feel free to reach out if you have further comments or suggestions.

Thank you again for your constructive feedback. I look forward to continued collaboration.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]