**Example email from Project Sponsor to Stakeholders please adapt as required:**

Dear “Respondent”,

As someone who engages with the INSERT TEAM NAME I would like to invite you to contribute to our Team 360 survey, please also refer to the attached brochure which provides further information.

This will enable the (TEAM NAME) to be clear about how you see our team functioning and as a result we will be able to improve our service to the organisation and ultimately our clients.

It is important that you are candid and constructively challenging in your assessment rating and personal comments as this will enable the Team to consider any areas where they can improve and help agree the priorities. Where you do not feel in a position to comment, as perhaps you do not feel close enough to the Team, there is the option “cannot say” and this in itself will be useful information. We very much appreciate you taking the time to provide this thoughtful and considered feedback.

We understand that you have a busy schedule and would be most helpful if you could respond to the questionnaire before INSERT DEADLINE DATE.

All feedback is confidential, and your responses and comments will not be individually attributable to you unless you are the Primary Stakeholder.

**The process:**

You will receive an email from the Academy of Executive Coaching, Team Connect 360 Administrator, via their software providers, Envisia Learning Limited. This email will be from support@assessmenthub.net. This will include a web link to complete a short on-line feedback questionnaire taking no more than 15 – 20 minutes. Detailed instructions and guidance will be provided in the emails and within the on-line system.

Please note that your personal data is only shared with the Academy of Executive Coaching Limited and Envisia Learning Limited their software providers for the limited purpose of collating survey responses.

If you have any questions about this process, do feel free to contact me.

Many thanks,

(Sponsor)