

Template of Leader Email to Stakeholders Requesting Interview

To utilize this email within a proven process improving insight, empathy and effectiveness read *Fearless Feedback: A Guide for Coaching Leaders to See Themselves More Clearly and Galvanize Growth*. www.fearlessfeedbackguide.com

Dear _____,

As you know, I have recently begun working with an executive coach, who is gathering feedback to inform my professional development. As you and I discussed, I am requesting your participation in the stakeholder feedback collection process that my coach [coach name], (a certified leadership development coach), will be conducting.

I would appreciate it if you'd be willing to participate in a ____ [insert duration in minutes] meeting or phone interview with [coach name] where [he/she] will seek your input.

I welcome your candid feedback. The interview [or specific parts of the interview] will be confidential [specify how confidentiality will be handled; see guidebook, chapter 3, section A regarding options for handling confidentiality]. My coach will provide me with a summary of the feedback. [Can specify whether the summary will include key themes, comments and/or quotations, with or without specifying the source of particular feedback, depending on how confidentiality is handled].

Many thanks for your willingness to participate, and for taking the time to speak with [coach name]. I have copied them on this email so they can reach out to you directly [during X timeframe] to schedule a time for the interview. If you have any questions, please let us know. Thanks again.

All the best,
