Team Secretary Communication Template (12)
Send revised draft of survey report and team findings to team members for review

*Note: Communicating the information in bold below is strongly recommended.*

Dear Team Members:

**Attached is the draft survey team report and the draft team findings. Please review it carefully and send me any suggested edits by close of business on [DAY, MONTH, DATE].**

Please respond to this e-mail to confirm receipt of the report.

Sincerely,

Team Secretary