Subject: Request for Feedback on [Report Title]

Good morning [Colleague’s name],

I hope this email finds you in good health. I am writing to you today to request your feedback on the report. Given your expertise and insights align with the report I have been working on, I believe your feedback would be significant in making sure my information and findings are correct.

I have attached the report to this email. Please let me know if you have any questions or need additional information. I’d be expecting your feedback by tomorrow.

Thank you for your time and consideration.

Best regards,

[Your Name]