



TEMPLATE: EMAIL REQUEST FOR LPI OBSERVERS

Dear <Observer Name>,

I have been nominated by <company name> to participate in a management development program called Intelligent.ly *Exchange*.

It's exciting to work on becoming a better manager and I need your help identifying my 'typical behaviors' as a team member. Are you willing to complete a simple questionnaire called the Leadership Practices Inventory for me? Other <company name>'ers are helping and I would really appreciate your perspective too. Responses are anonymous and it will only take you 10 minutes. (Supervisor feedback is marked as 'supervisor' but not specifically whom).

1. Shortly, you will receive an invitation from Pfeiffer Assessments with the subject line, "LPI 360 - Request to assess <My Name>".
2. Inside you'll find simple instructions needed to complete the survey.
3. If you do not receive this email, please check your spam folder and then let me know ASAP if you have not received it.

Thanks for helping me improve!

<Name>