

Dear [Recipient's Name],

I hope this message finds you well. We are reaching out to remind you about the insights survey we shared with you on [Initial Survey Date]. Your feedback is invaluable to us, and we would greatly appreciate it if you could take a moment to share your thoughts.

The survey will remain open until [Survey Deadline], and your responses will help us [briefly explain the purpose or benefit of the survey].

You can access the survey using the following link: [Survey Link]

Thank you in advance for your time and input. If you have any questions or need assistance, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]