

Embassy Demographic Questionnaire Completion Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Embassy's Name]

[Embassy's Address]

Dear [Recipient's Name],

We are writing to kindly request your assistance in completing the demographic questionnaire that is essential for our ongoing research and community outreach programs. Your participation will greatly enhance our understanding of the diverse populations we serve and aid in improving our services.

The questionnaire is designed to gather important demographic information and should only take approximately [Insert Time Frame] to complete. We assure you that all information provided will be kept confidential and used solely for statistical purposes.

Please find the questionnaire attached to this email. We kindly ask you to complete and return it by [Insert Return Date]. If you have any questions or need further assistance, do not hesitate to reach out to us at [Insert Contact Information].

Thank you for your time and cooperation. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]