

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request your assistance in evaluating the services provided by [Company/Entity Name]. We are committed to maintaining high standards and ensuring customer satisfaction, and your feedback is invaluable to us.

We would appreciate it if you could take a few moments to complete our service evaluation survey. Your insights will help us identify areas for improvement and enhance our future services.

The survey can be accessed through the following link: [Insert Link]. It should take approximately [X minutes] to complete.

Thank you for your time and input. We truly value your opinion and look forward to your feedback.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]