

Follow-Up on Internal Survey Completion

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the internal survey that was recently distributed regarding [Survey Topic]. We appreciate your time and input in providing valuable feedback.

As of today, we have received responses from [percentage]% of the team. However, we would love to gather insights from everyone to ensure that all voices are heard. If you haven't had a chance to complete the survey yet, please take a moment to share your thoughts by [insert deadline].

Your feedback is essential in helping us improve [mention areas of improvement related to the survey]. Thank you again for your participation and engagement.

If you have any questions or need assistance with the survey, please feel free to reach out.

Best regards,
[Your Name]
[Your Job Title]
[Your Contact Information]