

[Your Name]
[Your Title]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. As part of our ongoing efforts to gather valuable insights and improve our services, we are in the process of developing a survey to assess [briefly describe the purpose of the survey].

We would greatly appreciate your expertise in formulating effective survey questions that will help us achieve our objectives. The key areas we are focusing on include:

1. [Area of interest 1]
2. [Area of interest 2]
3. [Area of interest 3]

We believe that your insights will be instrumental in creating meaningful and impactful questions. If possible, could you please provide your suggestions and any relevant examples of survey questions that you think would be beneficial?

We aim to finalize the survey by [deadline], and your input would be invaluable to us. Thank you in advance for your time and assistance.

Best regards,

[Your Name]
[Your Title]
[Your Organization]